

Welcome



সিরাজগঞ্জ পলিটেকনিক ইন্সটিটিউট, সিরাজগঞ্জ

সিভিল টেকনোলজি

পর্ব : ৩য়

বিষয়ঃ Computer Office Application 28511

ডিজিটাল কনটেন্ট

নামঃ মোঃ আবির হোসেন

পদবীঃ খন্ডকালীন জুনিয়র ইন্সট্রাক্টর

B.Sc in CSE



Subject Code: 28511

Name of the Subject: Computer Office
Application

T	P	C
0	6	2

MD ABIR HOSSAIN
Part time Junior Instructor
Computer Technology

OBJECTIVES.

- To develop skill to use computer and computer operating system.

- To perform skill on using word processing software packages to create documents.

- To perform skill on using presentation software packages for documents presentation.

- To perform skill on using Internet and e-mail for sending and receiving documents.

SHORT DESCRIPTION

- ❑ Computer hardware System
- ❑ Operating Systems,
- ❑ Operating system environment, Customizing and configuring operating System files;
- ❑ Utility software and Anti viruses;
- ❑ Fundamentals of word processing;
- ❑ Create Simple documents;
- ❑ Print and preview the document;
- ❑ Manage files;
- ❑ Format the documents;
- ❑ Merge files;
- ❑ Skill on presentation software,
- ❑ Skill on Internet, e-mail and web browsing.



□ **1. Show skill on computer hardware.**

- Identify the main components of Personal Computer.
- Identify the CPU components and commonly used I/O devices and memories.
- Identify Primary and secondary storage devices & demonstrate the maintenance of the devices.
- Identify the allied equipment used with PC system(UPS, Stabilizer and IPS).
- Make the cable connection of PC system, UPS and printer with power line.
- Turn ON the power Switch and demonstrate booting effect of PC system.

□ 2. Practice on windows operating system environment.

- Observe the windows Screen and identify each item on desktop.
- Show the function of start button & taskbar.
- Start and quit programs.
- Switch between programs.
- Open and close a document.
- Find something using find command.
- Start a program by using run command.

□ 3. Practice on customizing and configuring windows operating system.

- Change system setting (say, system date, time, password, etc).
- Configure the taskbar, shortcuts, desktop items etc.
- Install driver software & configure printer, plotter, mouse & other PC equipment.
- Use windows explorer for copy, move, delete or rename files and folder.
- Add items to the start menu.
- Create a shortcut on the desktop.
- Customize windows i.e. desktop colors, patterns, wallpaper, screen saver, etc.

▶ 4. Practice on advance features of windows operating system and disk utilities.

- ▶ Use windows efficiently (i.e. copying, moving files quickly).
- ▶ Organize your applications into groups (i.e. creating & deleting a group).
- ▶ Install a new application program.
- ▶ Back up, compare and restore files.
- ▶ Freeze disk space (i.e. check your system's disk space, delete unnecessary files).



▶ 5. Practice on Disk Operating System(DOS).

- ▶ Restart the computer in DOS mode.
- ▶ use internal and external DOS commands.
- ▶ Create,delete and view directories.
- ▶ Change directories.
- ▶ Use wild card in DOS mode.



▶ **6. Perform skill in managing disk.**

- ▶ Format and unformat a disk.
- ▶ Create a system disk.
- ▶ Make a system disk.
- ▶ Restore directories and files.
- ▶ Recover files from defective disks.




▶ **7. Perform skill in working with files and folder.**

- ▶ Organize files and folders.
- ▶ Copy files (copy a single file, a group of files).
- ▶ Rename a file.
- ▶ Delete files (delete a single file, a group of files).
- ▶ Copy directories & sub directories.
- ▶ Show directories such as directory tree directory name, paths, and the current directory.

▶ 8. Perform skill in working with utilities software and anti viruses.

- ▶ Run anti virus software (say Toolkit, Norton Anti virus, PC cillin, Kaspersky etc) and scan for viruses.
- ▶ Protect the computer from viruses.
- ▶ Run utility software such as PC, Tools, NC, NU, etc.
- ▶ Use utility software for copying, renaming, deleting and moving folders or files.
- ▶ Develop keyboard skills by standard touch typing rules using typing tutor packages.

- 
- ▶ 9. project1:
 - ▶ Connect each part of a personal computer(PC) ,operate it with windows operating system and install / uninstall programs/ software's .

▶ **WORD PROCESSING:**

▶ **10. Practice on creating a simple document using word processor.**

- ▶ Open windows based word processor and identify the different elements of the editing window.
- ▶ Type text, edit text using word processor.
- ▶ Select text and modify the text.
- ▶ Save the document then quit & reopen the document.
- ▶ Copy, move, and delete text.
- ▶ Copy from one word document to another.

□ 11. Practice on working with graphics and drawing.

- Import graphics using insert picture command.
- Use clipboard to insert art.
- Resize graphics, crop graphics with mouse and with picture command.
- Open drawing tools bar.
- Draw a textbox and write text to it.
- Draw graphs using different objects from the drawing tools bar.
- Group, Ungroup, rotate and flip objects.
- Fill drawn items with different color, change line styles, arrow heads, line colors & shades of gray.



□ 12. Show skill on managing file.

- Open previously saved documents.
- Open documents form or within word.
- Open non-word documents.
- Open documents as read only.
- Find files, searching by file names, dealing with large lists, Searching inside documents.
- Save under a different file name and save to other location.
- Save in non-word formats.
- Make backup files for safe keeping and recover damaged file.



□ 13. Show skill on formatting a document.

- Change document margins.
- Set margin with the page setup dialog box.
- Drag margins in print preview.
- Print in the margins.
- Repaginate documents.
- Force page breaks and force paragraphs to start on a new page.
- Move and delete page breaks.
- Keep things (lines, paragraphs, etc.) together on a page .

□ 14. Show skill in selecting characters and fonts.

- Format the character with the formatting toolbar.
- Create and use different options of font dialog box.
- Create keyboard shortcuts for character formatting.
- Underline text (double, single, dotted, etc) and create bold Italicized character.
- Expand and condense character spacing.
- Create superscripts and subscripts and color character.
- Demonstrate the change case command.
- Remove and toggle to remove character formatting.
- Type special characters and symbols using the symbol command.
- Bullet the existing paragraphs.
- Type new bullet lists, change bullet styles and specify custom bullets.

□ 15. Practice on paragraphs, line spacing, borders and shading.

- Create paragraphs and split text into multiple paragraph.
- Join and delete paragraphs.
- Format the paragraph with the formatting toolbar, paragraph dialog box & keyboard shortcuts.
- Index paragraphs automatically and index with the ruler, toolbar keyboard shortcuts and with paragraph dialog box.
- Align and justify text and adjust the space between lines such as single spacing, double spacing etc.
- Create and remove borders and shading.
- Create lines with the border command.
- Show the border toolbar.
- Show custom border and lines increase the space between border and text.

□ 16. Practice on tables and Perform skill in modifies table design.

- Create a simple table using table button & table menu.
- Enter and edit text in a table.
- Select cells, columns, rows group of cells and the whole table.
- Add rows at the end and in the middle of a table, than delete rows.
- Change row heights, and resize rows with cell height and width.
- Change the spacing between rows.
- Insert columns at the right edge and in the middle of a table, then delete the columns.
- Change column and cell width with the ruler and the auto fit bottom.
- Marge cells.
- Change the space between columns merge different cells.

- 
- ▶ **17. Project 2 :**
 - ▶ **Create a complete document(such as a personal bio-data) with MS Word in Bengali and English using all necessary formatting with graphics, table and save it in a created folder.**



□ 18. Practice on previewing & printing.

- Connect printer to computer and keep paper in the printer tray.
- Open page setup dialogue box and set the paper size.
- Show print preview to adjust document.
- Open print dialog box options to print document.
- Show, use and leave print dialog box.



- **Presentation Software:**

- **19 Create a PowerPoint Presentation .**

- Identify the different components of MS PowerPoint package.
- Design templates, colour schemes, animation schemes etc.
- Add/delete slides in the Presentation .
- Add pictures, graphs, charts and other objects into slides.
- Animate text and other objects in a very attractive way or motion.
- Save and execute the slides.



▶ 20 Enhance PowerPoint Presentation.

- ▶ Use sound effects and custom path of animation effects in the Presentation
- ▶ Add video clips.
- ▶ View slides of PowerPoint Presentation in different ways (for example outlining, slide sorter etc.).
- ▶ Reorder slides on the outline tab.
- ▶ Preview and print the Presentation .

- ▶ **21. Perform attractive Presentation using MS PowerPoint.**
- ▶ Customize slide show setup for a particular audience.
- ▶ Setup a slide show, rehashing and timing of a Presentation .
- ▶ Review and adjust slide timing as per requirements.
- ▶ Perform skill on Packaging for CD and Show the Presentation .



□ **22. Perform skill on Internet applications.**

- Connect to the Internet using dial up or broadband connection.
- Identify the different components of browsing software's like Internet explorer, Mozilla Firefox etc.
- Browse and visit the reputed websites all over the world.
- Use the search engines for searching information on the web.
- Read news papers from the Internet.



□ **23. Perform skill on Electronic mailing system.**

- Create an e-mail account (on yahoo, hotmail, Gmail etc.)
- Compose an e-mail message.
- Attach file to an e-mail message and open an attached file.
- Send and receive e-mil messages by using your created account..
- Delete messages temporarily and permanently.
- Sign out from your created e-mail account.



Thank

You