

## INTERNET AND OFFICE AUTOMATION LAB

| Semester | Subject Code | Category       | Lecture Hrs |         | Theory Hrs |         | Practical |         | Credits |
|----------|--------------|----------------|-------------|---------|------------|---------|-----------|---------|---------|
|          |              |                | Per week    | Per Sem | Per week   | Per Sem | Per week  | Per Sem |         |
| III      |              | Core (Pract-1) | 3           | 45      | 0          | 0       | 3         | 45      | 3       |

### COURSE OBJECTIVE

This practical develops basic concept of Internet and its Applications.

This practical develops help us to learn MS Office

### SYLLABUS

#### OFFICE AUTMATION LAB

1. Word Processing: Creating doc file, edit, link, design – mail merge- macros – template – equation editor – flow chart design – customize – insert data base – savings file in different needs ( Web page, rft, text etc.,).
2. Spread sheet: Creating .xls file, edit, link, import data – formulas and functions – chart wizard – working with pivot tables – statistics and graphs.
3. Data base: creating database, data manipulation in access – statistics – forms and reports.
4. Presentation: creating power point presentation – customizing presentation – showing presentation, embedding sounds, animation, linking.

#### INTERNET

1. Create web page for showing Time Table.
2. Create a web page using Hyperlink concept.

3. Create a web page for showing list of item using ordered, unordered list and definition list.
4. Create a web page to add graphics images.
5. Create a web page for showing basic tags (Heading tag, Line break and hr tag).
6. Create a Email Account to send and receive messages.
7. Search information on a particular topic using search engine.

**Distribution of Marks: Program Output with Viva voce: 85% and Record:15%**

**SYLLABUS DESIGNERS**

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2. Mrs.B.ARULMOZHI, Assistant Professor and Head, Department of Computer Science.