



## REPORT ON COURSE IN OFFICE AUTOMATION

**Date of commencement** : 12 February, 2024

**Event Name**: Fundamental Course in office automation

**Centre/Society/Department**: Centre for Skill Development (CSD), Shyam Lal College, University of Delhi

**Program Convenor/Coordinator**: Prof. Kavita Arora (Convenor, CSD, SLC)

**Resource Person**: National Institute of Electronics & Information Technology (NIELIT), Delhi

**Collaborations**: National Institute of Electronics & Information Technology (NIELIT)

In response to the growing demand for Office Automation skills, the Centre for Skill Development at Shyam Lal College, in partnership with the National Institute of Electronics and Information Technology, Delhi (NIELIT) (an Autonomous Scientific Society under the administrative control of the Ministry of Electronics & Information Technology (MoE&IT), Government of India), introduced the third edition of its IT courses. The Center successfully conducted these courses, after receiving an overwhelming response.

This initiative aimed to equip students with essential knowledge and practical skills in Office Automation, ensuring they are well-prepared for the demands of modern workplaces. The curriculum covered various aspects of office automation, including word processing, spreadsheets, presentations, and database management, providing students with comprehensive training in these crucial tools.

The enthusiastic participation and positive feedback from students reflect the effectiveness and relevance of the course. By offering this program, the Centre for Skill Development continues to empower students with the competencies



needed to excel in their careers and adapt to the evolving technological landscape.

## **Course Curriculum**

### **Fundamental course in Office Automation**

**Duration (In Hours):** 30 Hours/3Weeks (@ 2 hours Daily)

#### **Course contents:**

##### **Unit 1: Using Word Processing Tools**

Word processing concepts, Editing, designing and layout. Working with References, using Proofing tools, Creating Table of Contents & Drafting letters Using Mail Merge

##### **Unit 2: Working with Spreadsheet Package**

Spreadsheet concepts, Using Spreadsheet for creating Data, Designing Charts, Handling operators in Formulae, functions: Mathematical, Logical, Text, financial, Date and Time functions, Using Function Wizard.

Advanced Tools: Using Pivot tables and Pivot Charts, Validation Tools, Sorting & Advance filtering Tools

##### **Unit 3: Designing using Presentation Package**

Creating & Designing Presentations, Creating the look of your presentation for target Audience, working with different views, Working with Transition and Animation effects, making notes pages and handouts, Drawing and working with objects, Designing & Presenting a slide show, Printing Presentations.



SLC (UNIVERSITY OF DELHI)  
**SHYAM LAL COLLEGE**  
CENTRE FOR SKILL DEVELOPMENT

Presents  
**ADD ON COURSES**  
In Collaboration with

**National Institute of Electronics and Information Technology**  
Autonomous Scientific Society Of Ministry of Electronics and Information  
Technology (MeitY), Government of India.

**ARTIFICIAL INTELLIGENCE AND MACHINE LEARNING**

**DIGITAL AND SOCIAL MEDIA MARKETING**

**OFFICE AUTOMATION**

Eligibility: 10+2

30 Hrs ✓ 2 Months

REGISTRATION OPEN FOR ALL

For Detailed Guidelines of All Courses -  
<https://bit.ly/Detailedguidelines2023-24>

SCAN QR

Faculty Team : Dr. Gayatri Chaturvedi, Dr. Komilla Suri, Dr. Kinshuk Majumdar, Mr. Parveen Kumar, Dr. Rajni Arora, Ms. Sonia Mudel, Mr. Yogesh

Student Team : Prabhu, Deepanshu, Anand, Pallavi, Chandra Mohan, Shubham, Somya, Megha, Aditi, Abhishree, Abhinav, Gautam, Vivek, Ritik, Shaumil

**Prof. Kavita Arora**  
( Convenor, CSD )

**Prof. Rabi Narayan Kar**  
( Principal, SLC )

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