

# Gujarat University

K. S. School of Business Management and Information Technology  
[Five Years' (Full – Time) M.Sc. (CA&IT) Integrated Degree Course]  
First Year M.Sc. (CA&IT) (Semester - I)

---

**Course Name: Practical - Automation of Office Applications**

**Course Code: DSC-M- IMSCIT-113P**

**Course Credit: 2**

**Course Outcomes:**

Upon successful completion of this practical course, students will be:

- Proficient in using advanced features of office applications.
- Able to automate repetitive tasks in office applications.
- Able to create, design, and manage databases.
- Capable of utilizing office software for professional presentation, documentation, and data analysis.

**Contents:**

Unit No.	Course Content	Hours	Credits
1	<b>Advanced Word Processing:</b> <ul style="list-style-type: none"><li>• Creating and Formatting Complex Documents</li><li>• Mail Merge, Macros, and Templates</li><li>• Integration with other Office Applications</li></ul>	30	1
2	<b>Spreadsheet and Database Management:</b> <ul style="list-style-type: none"><li>• Advanced Functions and Formulas</li><li>• Charts, PivotTables, and Data Analysis</li><li>• Introduction to Database, Creating, and Managing Databases</li></ul>	30	1

**Reference Books:**

1. Microsoft Office 2019 Step by Step  
By Joan Lambert
2. Microsoft Excel 2019 Formulas and Functions  
By Paul McFedries
3. Microsoft Access 2019 Programming by Example with VBA, XML, and ASP"  
By Julitta Korol

**Accomplishments After Completing the Course:**

Upon successful completion of the Practical - Automation of Office Applications course, students will be able to:

- Students will be skilled in utilizing advanced features of word processing and spreadsheet software for creating complex documents, performing data analysis, and creating professional presentations.
- Students will be adept in using macros and templates to automate repetitive tasks, enhancing productivity and efficiency in office tasks.

**Handle Databases Proficiently:**

**Utilize Office Software for Professional Tasks:**