

Royal Education Society's

College of Computer Science and Information Technology, Latur

Practical List Winter 2020-2021

Class & Sem :-	BCAFY Subject :- OFFICE AUTOMATION
Sr. No	Name Of Practical
1	Practical on opening screen of MS-Word
2	practical on formatting in MS-Word
3	Practical on Proof reading in MS-Word
4	Practical on Working with Tables and Columns in MS-Word
5	Practical on formulas and functions in MS-Excel
6	Practical on creating and formatting Charts
7	Practical on conditional formatting in Ms-Excel
8	Practical on opening screen of MS-Powerpoint
9	Practical on creating presentation in Ms-Powerpoint
10	Practical on creaing database in Ms-Access

Name of Lecturer

Principal