



B.Com Honours

Semester VI

Calicut University

OFFICE AUTOMATION TOOLS

Course Code: COM6EJ307 • Module 1 Notes

Module I: MS-Word & Document Processing

Covers MS Word document creation, formatting, headers & footers, tables, graphic insertion, document templates, macro automation, and Mail Merge workflows.

Unit 1.1: Word Basics & Formatting Fundamentals

Word Interface: Quick Access Toolbar, Ribbon, Ruler, & Status Bar. **Formatting:** Character formatting (Font family, size, bold, italic), Paragraph formatting (Alignment, line spacing, margins, borders, & shading).

Unit 1.2: Headers, Footers, Tables, & Graphics

Document Enhancements: Headers & Footers (Page numbering, document title). **Tables:** Creating tables, merging cells, row/column operations. **Graphics:** Clipart, image alignment (In Line, Square, Tight), & SmartArt drawing tools.

Unit 1.3: Templates & Macro Automation

Templates: Pre-formatted document frameworks (.dotx). **Macros:** Recording sequence of keystrokes & commands in VBA (Visual Basic for Applications) to automate repetitive office tasks.

Unit 1.4: Mail Merge Concepts & Execution

Mail Merge: Automated bulk document generation combining:

- 1. **Main Document:** Standard form letter containing static text & placeholders (<<First_Name>>).
- 2. **Data Source:** Structured member/client database (Excel spreadsheet or Access table).

Practical Case Framework 1 (MS Word Essential Keyboard Shortcuts & Commands Matrix): Compare formatting action, shortcut key combination, and operational function.

MS Word Essential Keyboard Shortcuts Table:		
Word Action / Function	Shortcut Key Combination	Operational Command Function
Undo Last Action	Ctrl + Z	Reverts the immediate preceding editing change
Find & Replace Text	Ctrl + H	Opens Find and Replace dialog for batch text substitution
Insert Page Break	Ctrl + Enter	Forces document text to start on a new page

Practical Case Framework 2 (Mail Merge 4-Step Technical Execution Matrix): Detail step number, technical stage, user action, and output file generated.

Mail Merge Execution Workflow Table:

Execution Stage	Technical Action Required	System Output Result
Stage 1: Main Document Setup	Draft standard letter / invoice template	Creates base document structure in Word
Stage 2: Connect Data Source	Link Excel customer database (.xlsx)	Imports column headers as Merge Fields
Stage 3: Insert Merge Fields	Insert <<Name>>, <<Address>>, <<Amount>>	Places dynamic data placeholders in document
Stage 4: Complete Merge	Execute 'Merge to New Document' or Print	Generates personalized individual letters/PDFs

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