Department of CSE		3rd Semester **Office Automation Lab (Pr-4)**		
Sl No	Name of the Experiment	Name of the Lecturer/Demonstrator	No. of Periods Required	Duration of Completion
1	Create a news-paper document with at least 200 words		Demonstration-1/2	03.08.23 , 05.08.23
			Rough record writing-1/2	
			Fair record writing-1/2	
2	Create a Mathematical question paper using, at least five equations		Demonstration-1/2	05.08.23 ,10.08.23
			Rough record writing-1/2	
			Fair record writing-1/2	
3	Create a flowchart using		Demonstration-1/2	12.08.23 ,17.08.23
			Rough record writing-1/2	
			Fair record writing-1/2	
4	Create a table using table menu with		Demonstration-1/2	17.08.23 , 19.08.23
			Rough record writing-1/2	
			Fair record writing-1/2	
5	Create a table using two columns		Demonstration-1/2	24.08.23 , 26.08.23
			Rough record writing-1/2	
			Fair record writing-1/2	
6	Create two letters with the following conditions in Ms Word and find the difference		Demonstration-1/2	26.08.23 , 31.08.23
			Rough record writing-1/2	
			Fair record writing-1/2	
7	Create a letter, which must be sent to multiple recipients		Demonstration-1/2	02.09.23 , 07.09.23
			Rough record writing-1/2	
			Fair record writing-1/2	
8	Create a table "Student result" with following conditions	Jayashree Bishoi	Demonstration-1/2	07.09.23 , 09.09.23
			Rough record writing-1/2	
			Fair record writing-1/2	
9	Create a notepad file		Demonstration-1/2	14.09.23 ,16.09.23
			Rough record writing-1/2	
			Fair record writing-1/2	
10	Create a sales table		Demonstration-1/2	16.09.23 , 28.09.23
			Rough record writing-1/2	
			Fair record writing-1/2	
11	Create a power-point presentation with minimum 5 slides		Demonstration-1/2	30.09.23 , 12.10.23
			Rough record writing-1/2	
			Fair record writing-1/2	
12	Create a power-point presentation with minimum 10 slides		Demonstration-1/2	12.10.23 , 02.11.23
			Rough record writing-1/2	
			Fair record writing-1/2	
13	Create a power-point presentation with minimum 5 slides Use custom animation option		Demonstration-1/2	16.11.23 , 18.11.23
			Rough record writing-1/2	
			Fair record writing-1/2	
14	Create a database "Student"		Demonstration-1/2	18.11.23 , 23.11.23
			Rough record writing-1/2	
			Fair record writing-1/2	
15	Add an additional field "result" to the "mark sheet" table		Demonstration-1/2	23.11.23 , 30.11.23
			Rough record writing-1/2	
			Fair record writing-1/2	