



Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore

Shri Vaishnav Institute of Computer Applications

Choice Based Credit System (CBCS)

COURSE CODE	CATEGORY	COURSE NAME	TEACHING & EVALUATION SCHEME								
			THEORY			PRACTICAL		L	T	P	CREDITS
			END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*				
VOCA101	VC	PC Software & Computer Fundamentals	0	0	0	60	40	0	2	4	4

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit;

***Teacher Assessment shall be based following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.**

Course Objectives: After studying this paper the students will know –

1. To develop the basic computer fundamentals skills.
2. To develop an understanding of the working of DOS and Linux commands.
3. To develop abilities to learn Microsoft word and Microsoft excel.
4. To develop abilities to learn Microsoft Power Point and its uses in real world.

Course Outcomes:

1. Construct knowledge of computer equipment, including both hardware and software.
2. They will be able to understand the basic concepts of operating systems.
3. They will be able to understand the basic concepts of MS Word.
4. They will be able to understand the basic concepts of MS Excel.
5. They will be able to understand the basic concepts of MS Power Point.

UNIT – I

MS-Windows: Operating system-Definition & functions, basics of Windows. Basic components of windows, icons, types of icons, taskbar, activating windows, using desktop, title bar, running applications, exploring computer, managing files and folders, copying and moving files and folders. Control panel – display properties, adding and removing software and hardware, setting date and time, screensaver and appearance. Using windows accessories.

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UNIT – II

MS DOS Operating System - Introduction to DOS, System files of DOS, concept of Booting, Files and Directory Structure, Concept of Paths, Internal and External commands, Batch File.

LINUX Operating System - Introduction to LINUX, login into LINUX, Structure of File System, Concepts of Path.

UNIT – III

Documentation Using MS-Word - Introduction to Office Automation, Creating & Editing Document, Formatting Document, Auto-text, Autocorrect, Spelling and Grammar Tool, Document Dictionary, Page Formatting, Bookmark, Advance Features of MS-Word-Mail Merge, Macros, Tables, File Management, Printing, Styles, linking and embedding object, Template.

UNIT – IV

Electronic Spread Sheet using MS-Excel - Introduction to MS-Excel, Creating & Editing Worksheet, Formatting and Essential Operations, Formulas and Functions, Charts, Advance features of MS-Excel-Pivot table & Pivot Chart, Linking and Consolidation, Database Management using Excel-Sorting, Filtering, Table, Validation, Goal Seek, Scenario.

UNIT – V

Presentation using MS-PowerPoint: Presentations, Creating, Manipulating & Enhancing Slides, Organizational Charts, Excel Charts, Word Art, Layering art Objects, Animations and Sounds, Inserting Animated Pictures or Accessing through Object, Inserting Recorded Sound Effect or In-Built Sound Effect.

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List of Experiments:

- To open and practice of OS – Folder related operations, My-Computer, window explorer, Control Panel.
- To create, save and edit Text files using word processor.
- Formatting and printing of document (setting of margins, size, orientation, different breaks etc. Checking spelling and use of thesaurus).
- Creating, inserting tables, header, footers, hyperlink, different objects in a document.
- Use of Charts in Word Processor.
- Creating mail with merged documents, labels.
- Creating and manipulating spreadsheets. To create, save and edit spreadsheets. Use of cells.
- references, sorting and filtering data in a spreadsheet, using formulae.
- Formatting and printing of spreadsheets (setting of margins, size, orientation, different breaks etc. What if analysis, mail merging).
- Creating header, footers, hyperlink, different objects in a spreadsheet.
- Creating different types of graphs and printing.
- Creation, editing and formatting presentation slides.
- Create presentations for different purposes using objects, animation.

TEXT BOOKS

- Microsoft Office – Complete Reference – BPB Publication
- Learn Microsoft Office – Russell A. Stultz – BPB Publication

REFERENCES BOOKS

- Courter, G Marquis (1999). Microsoft Office 2000: Professional Edition. BPB.
- Koers, D (2001). Microsoft Office XP Fast and Easy. PHI.
- Nelson, S L and Kelly, J (2002). Office XP: The Complete Reference. Tata McGraw-Hill.

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