SARDAR PATEL UNIVERSITY
B.A. (Computer Application) Sem. 1 Core Subject
UA01CCAP22 : Windows and Microsoft Office – II
(Effect from June, 2018)

Credit : 3

Unit	Description in Detail	Weightage (%)
I	**Introduction to Operating System and Windows:** Overview of Various Operating Systems. Technological Developments to use of Windows, Start Menu, User Interface, Icons, Use of Mouse, Moving and Arranging Icons on Screen. **Desktop:** My Computer, My Documents, Recycle Bin, Browser. **Windows Explorer**: Viewing of Files, Folders and Its Concern Operations *(Open, Copy, Move, Rename, Delete, Cut, Paste, Create Shortcut, Properties),* Searching for Files/Folders. **Windows Control Panel:** Mouse, Fonts, Date/Time, Display Settings, Printer Settings, Installing and Removing Software. Connect to Projector. **Windows Accessories:** Notepad, Word Pad, Paint Brush, Calculator, Use of Snipping tool, Use of Sound Recorder, Windows Photo Gallery and Picture Folder.	25%
II	**Introduction of Excel:** Introduction of Excel, Use of Excel in Office, Advantage of Excel. **Introduction to Worksheet:** Getting started with Spreadsheet, Screen of Excel, Rows, Columns, Cells, and Work Book. Creating, Saving, Importing, Exporting, Deleting, and Protecting Worksheet, Entering Text, Numbers and Formula. **Working with Excel:** Relative and Absolute Referencing, Editing, Deleting, Copying, Moving a data and Formula, Create a Custom List, Search and Replace Data, Re-arrange Cell Contents, Inserting, Deleting Row(s) and Column(s), Inserting page break. **Entering and Editing Data:** Range Names, Navigate Worksheet, Search and Replace Data, Save and Protect Workbook. Adding, Deleting, Moving, Copying Cell Contents,	25%
III	**Formatting Worksheet:** Objectives, Column Width and Row Height using Menu Commands, Using Mouse, Formatting Worksheet, Alignments, AutoCorrect, and AutoSum. **Calculations in Worksheet:** Basic Properties of a Formula, Order of Precedence of Operators. Entering, Editing a Formula. Difference Between Functions and Formula. Creating Charts, Chart Types, Modifying Charts types and Its Properties. Data analysis with Conditional Formatting**.** Data Sorting, Subtotal,	25%
IV	**Statistical Functions:** AVG(), MIN(), MAX(), COUNT(). **Mathematical Functions:** ROUND(), ABS(), FACT(), INT(),SQRT(). **Logical Functions:** IF() & Nested IF(). **Date and Time Functions:** DATE(), DAY(),DATEVALUE(), MONTH(), NOW(), YEAR(), WEEKDAY(). **String Functions:** LEFT(), CONCATENATE(), RIGHT(), LOWER(), UPPER(), EXACT(), FIND(),SUBSTITUTE(). **Data Analysis Tools**: Pivot Table, Goal Seek, Scenarios. **Printing Features:** Print Preview, Page setup, Page, Margin, Header / Footer	25%

Practicals: Practicals are in Computer Laboratory of above (Weightage Theory 50% + Practical 50%)

Reference Books
- Computer course windows 7 and office 2010 by R, K. Taxali Publisher Tata McGrawHill.
- Leon Alex & Leon Mathews (1999), "Fundamentals of Information Technology", Leon Techworld
- Norton , Peter (2001), "Introduction to Computers", 4th Ed., TMH.
- Walters, E. Garrison Walters(2001), "The Essential Guide to Computing: The Story of Information Technology", PHI
- Microsoft Office 2010 training guide by Prof. Satish Jain and M Geeta BPB Publication.