

SARDAR PATEL UNIVERSITY
B.A. (Computer Application) Sem. 1 Generic Elective

UA01GCAP22 : Windows and Microsoft Office – II
(Effect from June, 2018)

Credit : 3

Unit	Description in Detail	Weightage (%)
I	<p>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 (<i>Open, Copy, Move, Rename, Delete, Cut, Paste, Create Shortcut, Properties</i>), 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.</p>	25%
II	<p>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,</p>	25%
III	<p>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,</p>	25%
IV	<p>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</p>	25%

Practicals: Practical 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.