SARDAR PATEL UNIVERSITY
B.A. (Computer Application) Sem. 1 Skills Enhancement
UA01SCAP22 : Open Source, Linux & Open Office
(Effect from June, 2018)

Total Credit: 3

Unit	Description in Detail	Weightage
I	**Open Source:** Concept of Open Source, Various types of Open Source Software, Advantages and disadvantages of Open Source Software, Concept of GPL-General Public License, Difference between Licensed and GPL software. **Software in public domain:** Open source, Freeware, Shareware, Adware, Crippleware, Trialware, Nagware.	**25%**
II	**Linux:** Introduction, History of Linux, Features of Linux, Overview of Linux Distribution, Introduction To Linux File And Directory Structure, Basic Linux Commands, Creating, Copying, Removing Files, Linux File Permission, Creating, Removing Directory, Applying Permission On Directories, Working With Storage Media. **Working with Applications:** Opening, Creating, Saving, Closing Document, Modifying An Existing Document, Add / Remove Software Application, Opening PDF file, Working with Music and Video, Creating, Selecting and Modifying Objects using Draw, Changing Outline and Fill properties of an Object, Modifying, Rotating and Aligning an Objects.	**25%**
III	**Open Office-Docs:** Typing, Editing Text. Saving, Opening, Page Layout and Printing of a Document. **Formatting:** Font. **Formatting** Text i.e. Selection of Fonts, Font Styles, Size, Color, and Text Effects. Clear All Formatting. Paragraph Alignments, Line Spacing, and Paragraph Indents, Spacing before and after Paragraph, Formatting Paragraph. Inserting Pictures and Chart. Find and Replace text. Change Case. Tab Settings. Working with Columns. Drop Cap. Bullets and Numbering. **Tables:** Table Creation, Draw Table, Modification. Formatting Column, Row & Cell.	**25%**
IV	**Open Office-Sheets:** Getting started with Spreadsheet, Rows, Columns, Cells, and Work Book. Creating, Saving, Importing, Exporting, Deleting, and Protecting Worksheet, Entering Text, Numbers and Formula. **Working with Sheet:** Relative and Absolute Referencing, Editing, Deleting, Copying, Moving a data and Formula, Search and Replace Data, Re-arrange Cell Contents, Inserting, Deleting Row(s) and Column(s), **Entering and Editing Data:** Range Names, Navigate Worksheet, Search and Replace Data, Save and Protect Workbook. Adding, Deleting, Moving, Copying Cell Contents, Calculations. Working with formulas, Sorting, Filtering, Worksheet. **Functions:** Usage of functions in the worksheet	**25%**

Practical: Linux and Open Office (Theory 50% + Practical 50%)

Reference Books
- Linux and OpenOffice Course Kit, Vikas Gupta, Dreamtech Press
- Linux in easy Steps, David Nash, Computer Step