



(B.A.) (Arts)  
(B.A.) (Programme Name) Semester (II)

Course Code	UA02SCAP51	Title of the Course	Office Management Tools
Total Credits of the Course	2	Hours per Week	2 (Theory) + 2 (Practical per Batch)

Course Objectives:	1 To impart fundamental knowledge on the Word Processing software. 2. To impart basic skill on the spreadsheet package.
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Course Content		
Unit	Description	Weightage* (%)
1.	<b>Word Processing-I:</b> Concept and objectives of Word processing, Page layout, Edit & format paragraph, Line & paragraph spacing, Bookmark, Watermark, Bullets & Numbering, Insert page number, Header & Footer. Print Document.	25%
2.	<b>Word Processing-II:</b> Table: Table Creation & Deletion, Table Properties- Row, Column, Cell, Border, Alignment-Left, Right, Center, None, Around, Border and shading Spelling Check, Thesaurus, Find, find & Replacing, Mail Merge, Object Link and Embedded Link, Clip Art, Goto Page#, Creating Macro	25%
3.	<b>Spreadsheet-I:</b> Introduction, Row, Column & Cell, Cell address-Relative and Absolute Cell Address, Cell Range Name, Entering and Editing Text, Number, Image, Formula and Date & Times. Deleting Columns, Rows & Worksheet, Work Book and Worksheet.	25%
4.	<b>Spreadsheet-II:</b> Functions: Statistical, Mathematical, Financial, Logical, Conditional & Date function. <b>Chart:</b> Creating and modifying chart, Inserting charts in to a worksheet,	25%

Teaching-Learning Methodology	Theory (50%) + Practical (50%) Practical: Practical are based on above cited units. Two hours practical work per week per batch.
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learner will be able to	
1.	<ul style="list-style-type: none"><li>•Prepare document using word processor.</li><li>•Understand the importance of word processor.</li></ul>
2.	<ul style="list-style-type: none"><li>•Use utilities available in word processor.</li></ul>
3.	<ul style="list-style-type: none"><li>•Prepare spreadsheet for data analysis.</li></ul>
4.	<ul style="list-style-type: none"><li>• Create charts to represent data.</li></ul>

Suggested References:	
Sr. No.	References
1.	Computer fundamentals By Anita Goel Pearson Publication New Delhi.
2.	Sinha, P.K.(2004), "Computer Fundamentals", 4th Ed.,BPB Publications
3.	Rajaraman, V, "Fundamentals of Computers", PHI
4.	Leon Alex & Leon Mathews(1999),"Fundamentals of Information Technology", Leon Tec world.
5.	Norton, Peter (2001), "Introduction to Computers", 4th Ed., TMH.

On-line resources to be used if available as reference material
On-line Resources





**SARDAR PATEL UNIVERSITY**  
**Vallabh Vidyanagar, Gujarat**  
**(Reaccredited with 'A' Grade by NAAC (CGPA 3.25))**  
**Syllabus with effect from the Academic Year 2021-2022**

<https://www.youtube.com/watch?v=YHSLkNzLuqc>

<https://www.youtube.com/watch?v=q85n1RQBjno>

<https://www.youtube.com/watch?v=b0Ahsovnk0E>

[https://www.youtube.com/watch?v=U\\_JOrgDEUkE](https://www.youtube.com/watch?v=U_JOrgDEUkE)

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