

**SARDAR PATEL UNIVERSITY**  
**Programme: BBA (Information Technology Management)**  
**Semester: I**  
**Syllabus with effect from : JUNE 2011**

<b>Paper Code:UM01CBBI02</b>	<b>Total Credit: 3</b>
<b>Title Of Paper: Personal Computer And Software Packages</b>	

<b>Unit</b>	<b>Description in detail</b>	<b>Weighting (%)</b>
<b>I</b>	<b>Word Proceesing Tool:</b> Introduction to word processing and word processor, Examples of some popular word processing packages, Uses of word processor, Application of Word Processor, Creating Editing, Formatting of Documents, File, Edit view menus, Header & Footer Option, Full Screen, Zoom, Font, Bullets, Border, paragraph, Change Case, Drop Cap options, Search and replacement of text, Print Features, Mail Merge Facility, Auto Text, Spelling Checker, Table creation, deletion, selection and formatting, Picture, word art & drawing toolbar facilities.	25 %
<b>II</b>	<b>Spreadsheet Tool:</b> Introduction To Spread Sheet, Examples Of Some Popular Spreadsheet Packages, Uses Of Spread Sheet Packages, Applications Of Spreadsheets, All Formatting Categories For Cell, Formula And Function Concepts, In-Built Functions- Math & Trig Functions: Sum(), Product(), Abs(), Fact(), Int(), Sumif(), Power(), Mod(), Round(), Roundup(), Rounddown(), Trunc(), String functions: Lower(), Upper(), Proper(), Len(), Mid(), Char(), Code(), Substitute(), Excet(), Find(), Concatenate(), Rept(), Trim(), Statistical Functions: Average(), Count(), Countif(), Counta(), Max(), Min(), Logical Functions: And(), Or(), Not(), If()	25 %
<b>III</b>	<b>Advance Spreadsheet Facilites:</b> Macro Facility, Graph Plotting Facilities (with formatting graph), Sort option, AutoFilter option, Advance Filter, Pivot Table & Chart Facitily.	25 %
<b>IV</b>	<b>Presentation Tool:</b> Creating Presentaion, Formatting Slides, Slide Transition, Slide Animation, Inserting Pictures, sound chart etc. Loop creation to run slides, drawing toolbar, Linking Files & Slides.	25 %

**Basic Text & Reference Books**

- P.C. Software for Windows 98 Made Simple – R.k. Taxali

