

SARDAR PATEL UNIVERSITY
Programme & Subject: BBA (Information Technology Management)
(3 Years)
Semester: I
Syllabus with effect from: June - 2015

Paper Code: UM01CBBI11	Total Credit: 3
Title Of Paper: Personal Computer & Software Packages	

Unit	Description in Detail	Weightage (%)
I	Word Processing Tool Introduction to Word Processing & Word Processors - 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, Wordart & Drawing toolbar facilities	25%
II	Spreadsheet Tool Introduction to Spreadsheet - Examples of some popular Spreadsheet packages - Uses of Spreadsheet packages - Applications of Spreadsheets - All Formatting categories for Cell - Formula and Function Concepts - Math & Trig Functions: Sum(), Product(), Abs(), Fact(), Int(), Sumif(), Power(), Mod(), Round(), Trunc() - String Functions: Lower(), Upper(), Proper(), Len(), Mid(), Substitute(), Exact(), Find(), Concatenate(), Rept(), Trim() - Statistical Functions: Average(), Count(), Countif(), Counta(), Max(), Min() - Logical Functions: And(), Or(), Not, If() - Sort option - AutoFilter option - Chart facility	25%
III	Presentation Tool Creating Presentation - Formatting Slides - Slide Transition - Slide Animation - Inserting Picture, sound, chart etc. - Loop creation to run slides - Drawing toolbar - Linking Files & Slides	25%
IV	Database Tool Introduction to Microsoft Access – Opening and Running Access – Creating a Database through Templates – Creating Blank Database – Creating Tables – Understanding Fields, and its Data Types – Understanding Field Properties – Saving the Database – Understanding Queries – Creating SELECT Query – Selecting Fields	25%

Basic Text & Reference Books:-

- R K Taxali: PC Software For Windows 98 Made Simple
- Katherine Murray: Master of Power Point 2000 (BPB Publication)
- Step-by-step Microsoft Word 2007
- Step-by-step Microsoft Excel 2007
- Step-by-step Microsoft Access 2007
- Step-by-step Microsoft Powerpoint 2007

