

**SARDAR PATEL UNIVERSITY**  
**Programme & Subject: BBA (Information Technology Management)**  
**(3 Years)**  
**Semester: I**  
**Syllabus with effect from: JUNE 2019**

<b>Paper Code: UM01CBB154</b>	<b>Total Credit:3</b>
<b>Title of paper: Personal Computer &amp; Software Packages</b>	

Unit	Description in Detail	Weightage (%)
<b>1.</b>	<b>Word Processing Tool</b> 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	<b>25%</b>
<b>2.</b>	<b>Spreadsheet Tool</b> 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	<b>25%</b>
<b>3.</b>	<b>Presentation Tool</b> Creating Presentation - Formatting Slides - Slide Transition - Slide Animation - Inserting Picture, sound, chart etc. - Loop creation to run slides - Drawing toolbar - Linking Files & Slides	<b>25%</b>
<b>4.</b>	<b>Database Tool</b> 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	<b>25%</b>

**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