Theory

Paper Code: UM04FBBT01	**Total Credit:3**
Title Of Paper: Computer Application-II-(T/P)	

Unit	Description in detail	Weighting (%)
I	**Introduce Computers** General Characteristics of Personal Computers Operating System Concepts (Ms Dos) Internal Commands of Ms-Dos External Commands of Ms-Dos	25 %
II	**Introduction to Spreadsheet Software (Ms Excel** What is Spreadsheet or Ms-Excel? Application of MS-Excel,Naming cells Inserting, deleting, and moving Rows ,Columns ,Sheets Formatting cells Auto Format ,Number ,Alignment ,Font ,Boarder Charting Charting Wizard ,Selecting objects in a chart ,Customizing a Chart Resizing a chart,Printing a chart on a whole page. Formulas,worksheet commands.	25 %
III	**Introduction to Presentation Software (Ms-PowerPoint)** What is PowerPoint? Usefulness and advantages of PowerPoint File operation, edit operation View slide, slide show, header, footer Slide animation, custom animation, slide layout, background	25 %
IV	**Introduction to MIS** What is Management? What is Information? What is System? MIS Function.	

LABORATARY: Credit -1

Basic Text & Reference Books:

➢ Computer Today – Suresh K Basandra
➢ P.C. Software For Windows 98 Made Simple – R.K. Taxali.
➢ Learning excel – Ramesh Bangia
➢ Learning powerpoint - Ramesh Bangia