

**SARDAR PATEL UNIVERSITY**  
**Programme: BCA**  
**Semester: I**  
**Syllabus with effect from: JUNE 2011**

<b>Paper Code: US01CBCA03</b>	<b>Total Credit: 3</b>
<b>Title Of Paper: PC Software</b>	

Unit	Description in detail	Weighting (%)
I	<b>PC Software-I</b> Introduction to personal computers Significance and use of a typical PC Operating System Introduction to Editors Classification of PC Software Introduction to word processing Examples of some popular word processing packages Uses of word processors Creation, editing, and formatting of documents	25%
II	<b>PC Software-II</b> Mail merge facility in word processors Global search & replacement of text Page layout and printing of a document Spelling checker, Tables, Templates, Advanced features Introduction to spreadsheets Examples of some popular spreadsheet packages Uses of spreadsheet packages	25%
III	<b>PC Software-III</b> Addressing cells in a spreadsheet Building Spreadsheets using formulas, conditional calculations, built-in functions Graph-plotting facilities Sorting and filtering data Using externally created data files in a spreadsheet package	25%
IV	<b>PC Software-IV</b> What-if analysis and protection facility in spreadsheets Using pivot tables Applications of spreadsheets Introduction to presentation tools Creating a presentation Formatting slides Slide transition and adding special effects Inserting pictures, sound, charts	25%

**Basic Text & Reference Books :-**

- Taxali R.K : PC Software for windows made simple, Tata McGraw-Hill Publishing Co. Ltd.
- Manuals of PC Software.

