

Course: US01BCA06

(Personal Computer and Software Packages)

(Effect from June, 2016)

Credits : 3
Lectures per week : 3
All units carry equal weightage

Particulars	
Unit 1: Introduction to Computer & Writer	25%
• Introduction to Personal Computer	
• Use of PC Operating System	
• Introduction to Editors	
• Classification of PC Software	
• Introduction to Writer	
• Use of Writer	
• Creating Documents	
• Editing Documents: Opening document, Cursor movement, Inserting & Deleting Characters, Editing text – Undo, Redo, Replacing text, Saving a document	
• Formatting Documents: Formatting text, Changing character size(Character dialogue box), Formatting Paragraph (Center, Left, Right, Justify), Changing Paragraph & line spacing, Using Bullets & Numbering, Hanging Paragraph, Indentation through Ruler	
Unit 2: Advanced Facilities of Writer	25%
• Mail Merge Facility	
• Global search and Replacement of a Document	
• Page Layout	
• Printing of a document	
• Spelling checker	
• Table	
• Templates	
• Advanced Features	
Unit 3: Introduction to Calc	25%
• Introduction and use of Calc	
• Addressing Cells	
• Building a Calc using	
- Formulas	
- Conditional calculations	

- Built in functions	
• Mathematical Functions	
• Statistical Functions	
• Auto Sum Function	
• Financial Functions	
• Date Functions	
• Graph Plotting Facility	
• Sorting and Filtering	
• Importing externally created files in Calc	
Unit 4: Advance features of Calc and Introduction to Impress	25%
• What-if Analysis	
• Protection facility	
• Pivot tables	
• Introduction to Impress tools	
• Creating a Presentation	
• Formatting Slides	
• Slide Transition	
• Adding Special Effects (Custom Animation)	
• Inserting pictures, sounds, charts	

Reference Books:

1. Taxali R. K. - PC Software for Windows made simple (Tata McGraw Hill Publishing Co. Ltd.)
2. Getting Started – (with) LibreOffice
3. Writer Guide -Word Processing with Style
4. Calc Guide – Working with Spreadsheets
5. Impress Guide -Working with Presentations
6. www.libreoffice.org
7. <http://www.libreoffice.org/get-help/documentation>
8. ESSENTIAL LibreOffice Tutorials for Teachers By: Bernard John Poole
<http://www.pitt.edu/~poole/libreofficeframe.htm>