

SARDAR PATEL UNIVERSITY

Programme: B.Com.

Syllabus with effect from: June-2016

Choice Based Credit system

First Year B.Com.

Semester - I

Computer Application Paper – II (Subject Elective / Core Elective)

Paper Code: UB01ECOM18

Total Credit: 3 (Theory + Practical)

Title of Paper: Windows and Microsoft Office – II

Weightage of Marks : Theory(50%) + Practical(50%)

Unit	Description in Detail	Weightage (%)
I	Introduction to Operating System and Windows: Overview of Operating System, Types of Operating System. Basics of Windows Operating System: Technological Developments to use of Windows, Start Menu, User Interface, Icons, Use of Mouse, Moving and Arranging Icons on Screen. Desktop: My Computer, My Documents, Recycle Bin, Browser. Windows Explorer: Viewing of Files, Folders and its concern operations (Open, Copy, Move, Rename, Delete, Cut, Paste, Create Shortcut, Properties, Print), Searching for Files/Folders.	25%
II	Introduction of Excel: Introduction of Excel, Use of Excel in Office, Advantage of Excel. Introduction to Worksheet: Getting started with Spreadsheet, Screen of Excel, Rows, Columns, Cells, and Work Book. Creating, Saving, Importing, Exporting, Deleting, and Protecting Worksheet, Entering Text, Numbers and Formula. Save and Protect Workbook. Adding, Deleting, Moving, Copying Cell Contents, Calculations. Working with Excel: Relative and Absolute Referencing, Editing, Deleting, Copying, Moving a data and Formula, Create a Custom List, Search and Replace Data, Re-arrange Cell Contents, Inserting, Deleting Row(s) and Column(s), Inserting page break.	25%
III	Formatting Worksheet: Objectives, Column Width and Row Height using Menu Commands, Using Mouse, Formatting Worksheet, Alignments, Auto Sum. Calculations in Worksheet: Basic Properties of a Formula, Order of Precedence of Operators. Entering, Editing a Formula. Difference Between Functions and Formula. Creating Charts, Chart Types, Modifying Charts types and Its Properties. Data analysis with Conditional Formatting. Data Sorting, Subtotal, Filtering Data.	25%
IV	Calculations in Worksheet: Objectives, Basic Properties of a Formula, Order of Precedence of Operators. Entering, Editing a Formula. Types of Functions: Statistical Functions: <i>AVG()</i> , <i>MIN()</i> , <i>MAX()</i> , <i>COUNT()</i> Mathematical Functions: <i>ROUND()</i> , <i>ABS()</i> , <i>FACT()</i> , <i>INT()</i> , <i>SQRT()</i> , Logical Function: <i>IF()</i> & Nested <i>IF()</i> . Date Function: <i>DATE()</i> , <i>DAY()</i> , <i>DATEVALUE()</i> , <i>MONTH()</i> , <i>NOW()</i> , <i>YEAR()</i> , <i>WEEKDAY()</i> . String Functions: <i>LEFT()</i> , <i>CONCATENATE()</i> , <i>RIGHT()</i> , <i>LOWER()</i> , <i>UPPER()</i> , <i>EXACT()</i> , <i>FIND()</i> , <i>SUBSTITUTE()</i> .	25%

Practical: Practicals are based on above Units. (Weightage Theory 50% + Practical 50%)

Reference Books

- Computer course windows 7 and office 2010 by R, K. Taxali Publisher Tata McGrawHill.
- Leon Alex & Leon Mathews (1999), "Fundamentals of Information Technology", Leon Techworld
- Norton , Peter (2001), "Introduction to Computers", 4th Ed., TMH.
- Walters, E. Garrison Walters(2001), "The Essential Guide to Computing: The Story of Information Technology", PHI
- Microsoft Office 2010 training guide by Prof. Satish Jain and M Geeta BPB Publication.

