

SARDAR PATEL UNIVERSITY
Programme: B.Com.
Semester: I
Syllabus with Effect From: June-2018

Paper Code:UB01CCOM25	Total Credit:3
Title Of Paper: Computer Application In Business – I	

Objectives:

- To provide computer skills and knowledge for commerce students and to enhance the student understands of usefulness of information technology tools for business operations.
- Creating business documents using Word processor and presentation using PowerPoint

Unit	Description of Detail	Weighting(%)
I	<p>Word Processor Basics Introduction of Word Processor, Basic Concept and Objectives of Word Processor. Facilities Available in Word Processor, Different Word Versions, Starting of Word, Introduction of File Templates and its use, Opening of Blank File, Introduction of Word Screen, Ribbon, Customize the Ribbon, Back Stage View, Opening, Closing, Save and Save As, File Info, Permissions, Save & Send, Save To SharePoint, Printing, Previewing, Changing File Type, Create PDF, File Sharing, Exit Customize Quick Access Toolbar.</p> <p>Typing and Editing: Action with Mouse and through Keyboard, selecting text, Typing, Editing, Copying, Moving Text (Cut, Copy, Paste, Paste Options, Move, Drag and Drop). Typing Special Characters (Symbols), Use of Format Painter.</p> <p>Features: Formatting Text i.e. Selection of Fonts, Font Styles, Size, Color, and Text Effects. Clear All Formatting. Setting Paragraph Alignment (Left, Center, Right, Justify), Line and Paragraph Spacing, Spacing before and after Paragraph, Formatting Paragraph, Indents, indenting a Paragraph, Finding and Replacing text, Bullets and Numbering (Formatting List). Styles</p>	25%
II	<p>Insert : Page, Page Break, Table, Picture, Clipart, Shapes, SmartArt, Chart, Screenshot, Header, Footer, Page Number, Date & Time, Object, Equation, Symbol, Drop Cap.</p> <p>Page Layout: Margin, Orientation, Size, Column, Watermark, Page Color, Page Border, Printing the document.</p> <p>Mailings & Other: Mail Merge, Macro, Spelling and Grammar (Correct the Spelling Error, correct a Contextual Spelling Error, Correct the Grammar, Automatically Corrects Misspellings, Proofing and Auto Correct Options).</p> <p>Creating Business documents using above facilities</p>	25%
III	<p>Introduction to Presentation and MS PowerPoint: Introduction to Basic concepts of Presentation, Introduction to MS PowerPoint, Uses of PowerPoint, Starting PowerPoint, Introduction to PowerPoint Interface, Screen, Quick Access Toolbar, PowerPoint Views, Creating PowerPoint Template.</p> <p>Slide Basics: About Slides – Design, Themes, Transition, Animation, Layouts, Use a Blank Slide, Add Slide, Delete a slide, Copy a Slide, Arranging Slides, Entering Text in Placeholder, About Slide Views, Adding Notes to Slides.</p>	25%

IV	<p>Working with Text and Graphics in Slides: Insert Text Boxes, Resize a Text Box, Text Alignment, formatting a Text, correcting a Text with Spelling Check, Use of Find and Replace. Formatting Paragraphs, Inserting in Slide – Table, Chart, SmartArt, Chart, Hyperlink, Picture, ClipArt, Screenshot, Video, Audio, Object, Photo Album, Shapes.</p> <p>Printing and Delivering Presentation: Introduction to Printing, Printing Slides, Setting the Slide size and Orientation, Printing the Presentation, Creating and Presenting a Custom Show, Animating Text and Graphic objects, Running a Slide Show, Setting Timings and Transitions.</p> <p>Slide Show: From Beginning Slide, From Current Slide, Broad Cast Slide show, Custom Slide show, Hide Slide.</p> <p>Setting up presentations for Delivery, Presenting Slide show as a Video, Package Presentation on CD.</p> <p>Creating Business presentation using above facilities</p>	25%
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Practicals :Practicals are based on above Units.(Weightage 50%) – Two Practical periods per week per batch

Basic Text & Reference Books:-

- Computer course windows 7 and office 2010 by R. K. Taxali Publisher Tata McGrawHill.
- Computer fundamentals By Anita Goel Pearson Publication New Delhi.
- Sinha, P.K.(2004), “Computer Fundamentals”, 4th Ed.,BPB Publications
- Rajaraman,V, “Fundamentals of Computers”, PHI
- 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
- Bpb Publication – Computer Course – Windows 7 with Office 2010
- Bpb Publication – MS office 2010 by Satish Jain
- Wiley Publication –Window 7 With Office 2010