# SARDAR PATEL UNIVERSITY

## Programme: B.Com.

## Syllabus with effect from: Nov./Dec. 2020

B.Com. - Semester - 4

Paper Name –Computer Skill- II

**Paper Code:** UB04SCOM56 **Total Credit:** 3 (Theory + Practical)

**Title of Paper: Windows and Microsoft Office – II**

**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.
- Use spreadsheet in Business Application – Like Accounting application, transaction and generate financial statements.

**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: *AVG(), MIN(), MAX(), COUNT()* Mathematical Functions: *ROUND(), ABS(), FACT(), INT(),SQRT()*, Logical Function: *IF()* & Nested IF(). Date Function: *DATE(), DAY(),DATEVALUE(), MONTH(), NOW(), YEAR(), WEEKDAY()*. String Functions: *LEFT(),CONCATENATE(), RIGHT(), LOWER(), UPPER(), EXACT(), FIND(),SUBSTITUTE().* | **25%** |

**Practicals:** Practical's are based on above Units. (Weightage 50%) – Two Practical periods per week per batch

**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.