

SARDAR PATEL UNIVERSITY
Programme: B.Com. Semester: II
Syllabus with effect from: June-2016
 First Year B.Com.

Core Allied Subject: Computer in Business – II

Paper Code: UB02CCOM08

Total Credit: 3

Title of Paper: Computer in Business -II

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

Unit	Description in Detail	Weightage (%)
I	Word Processor Basics: Introduction, Basic concept & Objectives of Word Processor. Starting of Word Processor, Opening/ Closing/ Savings/ Protecting Document. Typing and Editing: Introduction & Objectives, Action with mouse and through keyboard-Selecting text, typing and revising text. Editing Text, Copying and Moving Text (Cut, Paste, <i>Copy, Move</i>), Typing Special Characters (<i>Symbols</i>). Features: Screen, Creating, Saving, Importing, Exporting and Inserting files. Formatting Paragraph, Indents and Outdents, Styles, Font Formatting, Editing, Selecting, Deleting Text, Use of Tabs, Inserting Page Break, Page Number, Objects, Pictures, Book Mark, Dates, Headers, Footers, Footnotes and Endnotes, Working with Columns, Word Art, Drawing Toolbar, Creating Macro, Change Case, Bullets & Numbering, Drop Cap.	25%
II	Object Linking and Embedding: Introduction, Objectives, Inserting Objects from other Applications i.e. Clip Art, Spreadsheet. Tools & Techniques available in Ms-Word : Spelling Checking, Auto Correct, Auto Text, Column Styles, Water Mark, Page Color, Page Border. Working with Tables: Table Creation, Modification, Formatting, Sorting & Numbering Cells. Mail Merge: Introduction, Objectives, Data Sources & Main Documents, Creating Merged documents, Printing, Creating Envelopes & Labels. Page Design and Layout: Introduction, Objectives. Page Setup, Paper Size and Orientation, Margins, Headers and Footers, Line Numbering.	25%
III	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, Quick Access Toolbar, New Features in PowerPoint, PowerPoint Views, Creating PowerPoint Template. Working with Text and Graphics in Slides: Introduction, Adding Text to Slides, Editing Text on a Slide, Formatting Text, Formatting Paragraphs, Checking Text, Inserting a Table on Side, Creating Charts in PowerPoint, Creating a smart Graphic, organizational Chart, Use of Clip Art Gallery, Adding Background Color, Use of Shapes, Use of Word Art.	25%
IV	Working with Notes, Handouts and Masters: Introduction to Templates, Designing Templates, Working with Slides with Various Themes. PowerPoint Masters: Slide Master, Applying Theme to Master. 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.	25%

Practical: Practicals are based on above Units. (Weightage 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
- Microsoft Office 2010 training guide By Prof. Satish Jain and M Geeta BPB Publication.
- Office 2010 For Dummies, Peter Weverka

