

# SARDAR PATEL UNIVERSITY

Programme: B.Com.

Syllabus with effect from: June-2016

Choice Based Credit system

First Year B.Com.

Semester - II

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

Paper Code: UB02ECOM17

Total Credit: 3 (Theory + Practical)

Title of Paper: Presentation Skill and Best Practices

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

I	<b>Introduction to Presentation and MS PowerPoint:</b> Introduction to Basic concepts of Presentation, Introduction to MS PowerPoint, Uses of PowerPoint, Starting PowerPoint, Introduction to PowerPoint, Interface, Quick Access Toolbar, PowerPoint Views, Creating PowerPoint Template. <b>Working with Text and Graphics in Slides:</b> 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 WordArt.	25%
II	<b>Working with Notes, Handouts and Masters:</b> Introduction to Templates, Designing Templates, Working with Slides with Various Themes, PowerPoint Masters: Slide Master, Applying Theme to Master, Use of Notes Pages, Printing of Notes Pages, Use of Handouts, Printing of Handouts. <b>Printing and Delivering Presentation:</b> 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%
III	<b>Language Operations :</b> Changing Language, Introduction to Gujarati Keyboard, Introduction about Gujarati IME, Difference between Remington and Transliteration Keyboard, How to operate the Keyboard, What is Transliteration Keyboard, How to type different characters and word from Transliteration keyboard, IME Help. <b>Installation and Best Practices :</b> Burning CD/DVD, Taking data on and from Flash Drive, Pen Drive, Using Data and resources from LAN, Scan Documents from Scanner, Installation of Fonts, Installation of Basic Software Like Office, Burning Software, Drivers, Fonts, Adding and Removing Hardware and Software, Backup & Restore.	25%
IV	<b>Introduction to Virus :</b> Introduction to Virus, The process of Infection, Classification of Virus, Viruses Prevention, Cure from Viruses, Introduction to Worms, Trojan Horses Malwares, Spyware, Adware, Keyboard Loggers Study of Various Antivirus Softwares.	25%

**Practicals :** Practical 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.
- Cyber Security by Godbole, Wiley India.
- Computer Security by Gollman Wiley India
- Handbook on Computer Concept, Government of Gujarat

