

SARDAR PATEL UNIVERSITY
Programme: B.Sc (Home Science)
Semester: II
Syllabus with effect from: November/December-2011

Theory

Objectives:

- To develop skills in using tools of word processor, to manage data base, to make graphs, to analyze reports using spread sheet.
- To make the students aware about various services offered by the internet.
- To give knowledge about troubleshooting tips for software.

Paper Code: UH02ECOM01	Total Credit: 1
Title Of Paper: Computer Application	

Unit	Description in detail	Weighting (%)
I	MS-PowerPoint Starting PowerPoint Creating a presentation Saving the presentation Naming presentations Opening a presentation PowerPoint views Creating and Editing slides Entering text in a placeholder Adding new text boxes Working with text levels Selecting text Editing text and formatting text Changing the layout of a slide Displaying the ruler Applying a new design Changing the slide background	20%
II	Charts and Drawing objects Inserting an organization chart Inserting a clipart picture Drawing objects Giving life to a presentation Adding Sound Animating text and objects Side transition Starting a slide show Saving a presentation to always open as a slide show Setting timing for a slide show Printing presentation items	20%
III	MS-Excel Advantages of spreadsheets (Excel) Starting Excel	20%



	<p>Workbook, Worksheets and cells</p> <p>Saving a workbook</p> <p>Entering information (Date in worksheet)</p> <p>Types of Data</p> <p>Editing and formatting data in worksheet</p> <p>Selecting a range</p> <p>Editing cell contents</p> <p>Undo/Redo command</p> <p>Deleting data</p> <p>Copying data</p> <p>Moving data</p> <p>Inserting rows and columns</p> <p>Deleting Row/Columns</p> <p>Inserting / Deleting cells</p> <p>Changing row height</p> <p>Changing columns width</p> <p>Formatting data</p> <p>Formatting data</p> <p>Formatting text</p> <p>Adding comments</p> <p>Using auto fill</p> <p>Creating custom lists</p>	
IV	<p>Formulas in Excel</p> <p>Formula in Text</p> <p>Formula in Numeric</p> <p>Auto sum feature</p> <p>Auto calculate</p> <p>Cell referencing in worksheet</p> <p>Using simple statistical functions</p> <p>What-if analysis</p> <p>Data tables</p>	20%
V	<p>Creating charts in excel</p> <p>Chart types of MS-Excel</p> <p>Components of chart</p> <p>Creating a chart in MS-Excel</p> <p>Editing a chart</p> <p>Printing worksheets</p>	20%

