

SARDAR PATEL UNIVERSITY
Programme: - Bachelor of Vocation (Retail Management)
Semester: I
Title of the Paper - III Use of ICT- I
Course Code - UR01BVGE03

Unit	Title and Descriptions	Credit:4
1	<p>Fundamentals of computers Characteristics of a computer Block Diagram of a computer, Terms Hardware, software, Firmware, Liveware Different types of software: System Software, Application software, Operating system and different types of Operating system: DOS, WINDOWS 98/7.0, Overview of a computer system, Types of computers Applications of computers, Configuration for buying a computer.</p> <p>Input and Output Devices of the computer</p>	50%
2	<p>Windows Operating system and Introduction to Word processor Difference between Dos and windows operating system. Advantages of windows operating system Introduction to Ms-office What is word processing Applications of word processor</p> <p>Advanced MS-Word Creating Hypertext links with drag-and drop Using Hyperlinks between word documents Using spelling and grammar Tool Autotext and Autocorrect entries Formatting options like bold italic, subscript, superscript, character and Animation effects Change case, Drop Cap options, Header and footer option, formatting indents Table creation, deletion, selection and formatting, Insert Picture, word art and drawing facilities. Converting text to tables, Importance of mail merge, Creating a mail merge document and data source, Inserting mail merge fields, merge with main document, previewing merged data</p>	50%

Practical

LABORATORY: Theory Exercise + Practical Exercise on units I/II/III/IV

Practical examination shall be held in the computer lab and evaluation shall be made by the concerned teacher.

Reference Books:

- Computer Today – Suresh K Basandra
- A First Course In Computers –S –Jaiswal - Galgotia publications
- P.C. Software For Windows 98 Made Simple – R.K. Taxali

