SARDAR PATEL UNIVERSITY
Programme: Bachelor of Vocation (Supply Chain and Logistics)
Semester: I
Syllabus with effect from: June 2015

Paper Code: UB01CBVS04	Total Credits: 3
Title Of Paper: PC Software – I	

Unit	Description in detail	Weightage (%)
1	**Word Processing Tool:** Introduction to Word Processing & Word Processors, Examples of some popular word processing packages, Uses of word processor, Application of Word Processor, Creating, Editing, Formatting of Documents, File, Edit View menus, Header & Footer Option, Full Screen, Zoom, Font, Bullets, Border, paragraph, Change Case, Drop Cap options, Search and replacement of text, Pint Features, Mail Merge Facility, Auto Text, Spelling checker, Table creation, deletion, selection and formatting, Picture, word art & drawing toolbar facilities	25%
2	**Spreadsheet Tool:** Introduction to spread sheet, Examples of some popular spreadsheet packages, Uses of spread sheet packages, Applications of spreadsheets, All Formatting categories for Cell, Formula and Function Concepts, In-Built Functions- Math & Tig Functions: SUMO, PRODUCT(), ABSO, FACT(), INTO(), SUMI(), POWER(), MOD(), ROUND(), ROUNDUP(), ROUNDDOWN(), TRUNC(), String Functions: LOWER(), UPPER(), PROPER(), LEN(), MID(), CHAR(), CODE(), SUBSTITUE(), EXACT(), FIND(), CONCATENATE(), REPT(), TRIM(), Statistical Functions: AVERAGE(), COUNT(), COUNTIF(), COUNTA(), MAX(), MIN(), Logical Functions: AND(), OR(), NOT(), IF()	25%
3	**Advance Spreadsheet Facilities & Presentation Tool:** Macro Facility, Graph-Plotting facilities (with formatting graph), Sort option, AutoFilter option, Advance Filter, Pivot Table & Chart facility. Creating Presentation, Formatting Slides, Slide Transition, Slide Animation, Inserting Picture, sound, chart etc. Loop creation to run slides, drawing toolbar, Linking Files & Slides	25%
4	Project work using unit I, II and III	25%

Basic Text & Reference Books:

- ➢ PC S/W For Windows 98 Made Simple – R K Taxali
- ➢ Master of Power Point 2000- Katherine Murray (BPB Publication)
- ➢ Step-by-step Microsoft Excel 2007 by Curtis D. Frye, Publication by Microsoft Press