SARDAR PATEL UNIVERSITY
Programme & Subject: M.Sc – Information Technology (Integrated)
Semester: I
Syllabus with Effect from: June-2012

Paper Code: PS01CIIT04	Total Credit: 3
Title Of Paper: PC Software	

Unit	Description in detail	Weightage (%)
I	**PC Software-I** Introduction to personal computers. Significance and use of a typical PC Operating System. Introduction to Editors and Classification of PC Software. Introduction to word processing, examples of some popular word processing packages, Uses ofWord Processors. Creation, editing, and formatting of documents.	25%
II	**PC Software-II** Mail merge facility in word processors. Global search & replacement of text. Page layout and printing of a document. Spelling checker, Tables. Introduction to spreadsheets. Examples of some popular spreadsheet packages. Uses of spreadsheet packages.	25%
III	**PC Software-III** Addressing cells in a spreadsheet. Building Spreadsheets using formulas, conditional calculations, built - in functions. Graph-plotting facilities. Sorting and filtering data. Using externally created data files in a spreadsheet package.	25%
IV	**PC Software-IV** What-if analysis and protection facility in spreadsheets. Using pivot tables. Applications of spreadsheets. Introduction to presentation tools. Creating a presentation and Formatting slides. Slide transition and adding special effects. Inserting pictures, sound, charts.	25%

Basic Text & Reference Books:-

➢ Taxali R.K: PC Software for windows made simple, Tata McGraw-Hill Publishing Co. Ltd.
➢ Manuals of PC Software