



(B.A.) (Arts)
 (B.A.) (Programme Name) Semester (I)

Course Code	UA01GCAP52	Title of the Course	Windows and Microsoft Office – II
Total Credits of the Course	4	Hours per Week	4 (Theory) + 2 (Practical per Batch)

Course Objectives:	1. To impart knowledge on the fundamentals of operating systems. 2. To impart basic skill on the Excel spreadsheet package.
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Course Content		
Unit	Description	Weightage* (%)
1.	<p>Introduction to Operating System and Windows: Overview of Various Operating Systems. Technological Developments to use of Windows, Start Menu, User Interface, Icons, Use of Mouse, Moving and Arranging</p> <p>Icons on Screen. Desktop: My Computer, My Documents, Recycle Bin, Browser.</p> <p>Windows Explorer: Viewing of Files, Folders and Its Concern Operations (Open, Copy, Move, Rename, Delete, Cut, Paste, Create Shortcut, Properties), Searching for Files/Folders.</p> <p>Windows Control Panel: Mouse, Fonts, Date/Time, Display Settings, Printer Settings, Installing and Removing Software. Connect to Projector. Windows</p> <p>Accessories: Notepad, Word Pad, Paint Brush, Calculator, Use of Snipping tool, Use of Sound Recorder, Windows Photo Gallery and Picture Folder.</p>	25%
2.	<p>Introduction to Excel: Introduction of Excel, Use of Excel in Office, Advantage of Excel.</p> <p>Introduction to Worksheet: Getting started with Spreadsheet, Screen of Excel, Rows, Columns, Cells, and Work Book. Creating, Saving, Importing, Exporting, Deleting, and Protecting Worksheet, Entering Text, Numbers and Formula.</p> <p>Working with Excel: Relative and Absolute Referencing, Editing, Deleting, Copying, Moving a data and Formula, Create a Custom List, Search and Replace Data, Re-arrange Cell Contents, Inserting, Deleting Row(s) and Column(s), Inserting page break.</p> <p>Entering and Editing Data: Range Names, Navigate Worksheet, Search and Replace Data, Save and Protect Workbook. Adding,</p>	25%





	Deleting, Moving, Copying Cell Contents, different Backing Storage Media. Importance and need of Backup	
3.	Formatting Worksheet: Objectives, Column Width and Row Height using Menu Commands, Using Mouse, Formatting Worksheet, Alignments, AutoCorrect, and AutoSum. Calculations in Worksheet: Basic Properties of a Formula, Order of Precedence of Operators. Entering, Editing a Formula. Difference Between Functions and Formula. Creating Charts, Chart Types, Modifying Charts types and Its Properties. Data analysis with Conditional Formatting. Data Sorting, Subtotal, Filter, Data Validation, Text to Column, Consolidate, Remove duplicates	25%
4.	Statistical Functions: AVG(), MIN(), MAX(), COUNT(). Mathematical Functions: ROUND(), ABS(), FACT(), INT(), SQRT(). Logical Functions: IF() & Nested IF(). Date and Time Functions: DATE(), DAY(), DATEVALUE(), MONTH(), NOW(), YEAR(), WEEKDAY(). String Functions: LEFT(), CONCATENATE(), RIGHT(), LOWER(), UPPER(), EXACT(), FIND(), SUBSTITUTE(). Data Analysis Tools: Pivot Table, Goal Seek, Scenarios. Printing Features: Print Preview, Page setup, Page, Margin, Header / Footer	25%

Teaching-Learning Methodology	Theory (50%) + Practical (50%) Practical: Practical are based on above cited units. Two hours practical work per week per batch.
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learner will be able to	
1.	•To understand the concept & importance Operating System.





	•File management operations.
2.	•To understand the importance, advantages & uses of worksheet.
3.	•Preparing of charts, manage data in worksheet.
4	• To understand the use of different type of functions. • To understand data analysis for business and research.

Suggested References:

Sr. No.	References
1.	Computer course windows 7 and office 2010 by R,K. Taxali Publisher Tata McGrawHill.
2.	Leon Alex & Leon Mathews(1999), “Fundamentals of Information Technology”, Leon Techworld
3.	Norton, Peter (2001), “Introduction to Computers”, 4th Ed., TMH.
4.	Walters, E. Garrison Walters(2001), “The Essential Guide to Computing: The Story of Information Technology”, PHI
5.	Microsoft Office 2010 training guide By Prof. Satish Jain and M Geeta BPB Publication.

On-line resources to be used if available as reference material

On-line Resources

<https://www.youtube.com/watch?v=rHX7GQJKvdo>

<https://www.youtube.com/watch?v=-frubu9bglY>

<https://www.youtube.com/watch?v=XnNSOUEUApq>

<https://www.youtube.com/watch?v=9z3FXhFfTTs>

<https://www.tutorialpandit.com/windows-tutorial-in-hindi/>

<https://www.youtube.com/watch?v=q85n1RQBjno>

<https://www.youtube.com/watch?v=b0AhsovnKOE>

https://www.youtube.com/watch?v=U_JOrgDEUkE

