

# SARDAR PATEL UNIVERSITY

**Programme: B.A.**

**Syllabus with effect from: June-2018**

Choice Based Credit system

First Year B.A.

Semester - II

Interdisciplinary Subject Computer Method: Paper-III

**Title of Paper: Office Management Tools**

**Paper Code: UA02SCAP21**

**Total Credit: 3**

Unit	Description in Detail	Weightage
I	<b>Word Processing-I:</b> Concept and objectives of Word processing, Typing and editing, Formatting Paragraph, Line Spacing and Paragraph Spacing, indent & outdent, Creating/Closing/Saving/Protecting Docs. Page Layout and its Property, Inserting Page Break, Book Mark and Symbol, Header & footer, Page number, Printing Docs. Case Changing, Bullets,	25%
II	<b>Word Processing-II:</b> Table: Table Creation & Deletion, Table Properties- Row, Column, Cell, Border, Alignment-Left, Right, Center, None, Around, Border and shading Spelling Check, Thesaurus, Find, find & Replacing, Mail Merge, Object Link and Embedded Link, Clip Art, Goto Page#, Creating Macro	25%
III	<b>Spreadsheet-I:</b> Introduction, Row, Column & Cell, Cell address-Relative and Absolute Cell Address, Cell Range Name, Entering and Editing Text, Number, Image, Formula and Date & Times. Deleting Columns, Rows & Worksheet, Workbook and Worksheet.	
IV	<b>Spreadsheet-II:</b> Functions: Statistical, Mathematical, Financial, Logical, Conditional & Date function. <b>Chart:</b> Creating and modifying chart, Inserting charts in to a worksheet,	25%

**Practical:** MS Word & Excel (Theory 50% + Practical 50%)

## Reference Books

- Computer fundamentals By Anita Goel Pearson Publication New Delhi.
- Sinha, P.K.(2004), "Computer Fundamentals", 4th Ed.,BPB Publications
- Rajaraman, V, "Fundamentals of Computers", PHI
- Leon Alex & Leon Mathews(1999), "Fundamentals of Information Technology", Leon
- Techworld
- Norton , Peter (2001), "Introduction to Computers", 4th Ed., TMH.

