SARDAR PATEL UNIVERSITY
Programme: BCOM
Semester: III
Syllabus with effect from : JUNE 2012

Paper Code: UB03SCOM06	**Total Credit: 3**
Title Of Paper: Computer Skills – I	

Unit	Description in detail	Weighting (%)
1	**Word Processing** 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, Header & Footer Option, Font, Bullets, Border, paragraph, Change Case, Search and replacement of text, Print Features	25 %
2	**Spreadsheet** Introduction to spread sheet, Examples of some popular spreadsheet packages, Uses of spread sheet packages, Applications of spreadsheets, Cell Formatting facilities, In-Built Functions- Math & Trig Functions: SUM(), PRODUCT(), ABS(), FACT(), INT(), POWER(), MOD(), ROUND(), ROUNDUP(), ROUNDDOWN(), String Functions: LOWER(), UPPER(), PROPER(), LEN(), MID(), Statistical Functions: AVERAGE(), COUNT(), MAX(), MIN(), Logical Functions: AND(), OR(), NOT, IF(),Graph-Plotting facilities (with formatting graph)	25 %
3	**Presentation tools** Creating Presentation, Formatting Slides, Editing and deleting of Slides, Slide Transition, Slide Animation, Inserting Picture, sound, chart etc.	25 %
4	**Advance Features of word processing Spreadsheet, Presentation tools** Word Processing : Mail Merge Facility, Drop Cap option, Auto Text, Spelling checker, Table creation, deletion, selection and formatting, Picture, word art & drawing toolbar facilities Spreadsheet: Macro Facility, Sort option, AutoFilter option, Advance Filter, Subtotal Presentation Tools: Loop creation to run slides, drawing toolbar, Linking Files & Slides	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)
- Computers Today Updated Edition 2008 – Suresh K Basandra (Galgotia Publications)
- Computer Fundaments 4th Edition – Pradeep K. Sinha, Priti Sinha (BPB Publication)