Gujarat University

B. Com. – III

Course Code: SS - 201 (B)

Course Name: Computer Skills

Objectives:

To make students learn
- Fundamentals of Computer System, Basic information about Operating System and its mechanism
- To use Word Processing, Basics of Spread Sheet and Power point presentation

Contents:

Unit – I **Introduction to Computers :**
Definition, components of a computer, Applications of computers, Advantage of computers, History of computers, types of computers H/W and S/W.

Unit –II **Operating System :**
Types of S/W, Definition and functionality of OS, types of OS, Introduction to OS – Windows XP, Components of windows, Definition of Desktop, Start button, Icons, Shortcuts, Taskbar, Overview of folders and files, Windows explorer, Windows Accessories, Notepad, WordPad, Calculator, Paint, Windows media Player, Address book.

Unit – III **Word Processing and Spread Sheet :**
- Introduction to MS Word 2003:
  Basic features of MS Word like – Create, View, Edit, Save, Copy, Cut, various kind of text documents, Auto features of MS Word , Formatting of word document with font Attributes, Paragraph, Borders and Shading, Bullets and Numbering, Tables, Macros and Mail Merge, Page Setup, Page layout options, Printing document.

- Introduction to MS Excel 2003:
  Basic features of MS Excel, Creating, Viewing, Editing worksheet by change in columns width, Row height, Hiding, Deleting, Inserting rows and columns, Saving, Copying, Inserting data in worksheet, Editing, Copying, Deleting data in Worksheet, Merging Cells, Wrapping text, Cell references, Address book, Range name, Adding formula and functions in formula bar as well in cell, Charts, Sorting and Filtering.

Unit – IV **Presentation :**
Introduction to MS PowerPoint, Creating, Editing, Viewing, Saving presentation, Creating new slides, using design template, Slide layouts, Inserting new slide between two slides, Inserting textbox, Deleting textbox, Deleting slide, Hiding slide, Reordering slides, Use of color scheme, Background images, Formatting text, Applying bullets and numbering, Slide transition, Animation scheme, Working with slide master.

Main Reference Book(s):

(i)   Working With Personal Computer Software by R.P.Soni, Harshal Arolkar, Sonal Jain, Wiley India.

Suggested Additional Reading Book(s):

(i)   Computer Fundamentals, Anita Goel, Pearson Education
(ii)   Microsoft Office 2003 The Complete Reference, Curt Simmons, Guy Hart-Davis, Jennifer Kettel, Tata McGraw hill Publication
(iii) Office 2010 in Simple Steps, Kogent Learning Solution Inc., Dreamtech Press
(iv) MS Office specialist; Excel 2003 study guide by Linda F. Johnson, Wiley Publishing, Inc.
(v)   Microsoft Office Excel 2010 QuickSteps, John Cronan, Tata McGraw hill Publication
(vi) Microsoft Excel functions & formula, BPB Publications
(vii) Hand book of Computer Fundamental, Dr. G.N. Jani, S.M. Solanki, Vimal Pandya, Akshar Publication
(viii) Computer Application – I, Vimal Pandya, HK Arts College Publication

Accomplishments of the student after completing the Course:

- Student would be able to use the computer system with understanding of Operating System, also would be able to create and manage Word Documents, Spread Sheets and create dynamic presentations to communicate the contents

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