Shri Vaishnav Vidhyapeeth Vishvavidhyalaya, Indore
Shri Vaishnav Institute of Computer Applications

COURSE CODE	CATEGORY	COURSE NAME	L	T	P	CREDITS	THEORY			PRACTICAL	
							END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*
CA102	GE	PC Packages	2	0	2	3	60	20	20	30	20

Legends: L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical;   C - Credit;
Q/A – Quiz/Assignment/Attendance, MST - Mid Sem Test.

*Teacher Assessment shall be based on following components: Quiz/Assignment/Project/Participation in class (Given that no component shall be exceed 10 Marks)

Course Educational Objectives (CEOs):
- To provide the knowledge of using different software packages including word processor, electronic spreadsheet, presentation s/w
- To explain how to integrate the data stored in word processor, spreadsheet etc.
- To develop presentation skills using these software.

Course Outcomes (COs): Students will be able to
- To create word documents and to format them using various tools available
- To create tables and manipulate them
- To use mail merge, labels
- Creating spreadsheet for storing and managing data using functions
- Format, print spreadsheet
- Create power point presentation for different purposes using objects, animation
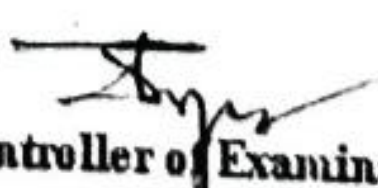
UNIT – I

Word Processor: Introduction, Word Processing, Advantages of word processing, Creating, Saving and editing a document: Selecting, Deleting, Replacing Text, Copying text to another file. Formatting Text and Paragraph: Using the Font Dialog Box, Paragraph Formatting using Bullets and Numbering in Paragraphs, Line spacing, Margins.

UNIT – II

Creating and Formatting Tables: Changing Row height, inserting columns, Merging cells Calculations in a Table, Sorting Text, Toolbar using word art, Mail merge: Definition, a Practical Example of mail merge, creating charts.

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Shri Vaishnav Vidhyapeeth Vishvavidhyalaya, Indore
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COURSE CODE	CATEGORY	COURSE NAME	L	T	P	CREDITS	TEACHING & EVALUATION SCHEME				
							THEORY			PRACTICAL	
							END SEM University Exam	Two Term Exam	Teachers Assessment*	END SEM University Exam	Teachers Assessment*
CA102	GE	PC Packages	2	0	2	3	60	20	20	30	20

Defining Tabs: Tabs Dialog Box, Enhancing a Document: Inserting page Breaks, Adding Border, Using Header and Footers in the Document.

UNIT – III

Spreadsheet: Introduction, Definition. Screen parts of worksheet, Entering information: Numbers, Formula. Editing Data in a cell, Using a Range with SUM, Moving and copying data, Inserting and Deleting Row and Columns in the worksheet, Using the format cells Dialog box.

UNIT – IV

Protecting a workbook with Password, Macro: Recording and Running a Macro, Linking workbook files Using Pivot table, Inserting Hyperlinks, Using chart wizard to create a chart, Naming ranges, classification of Functions.
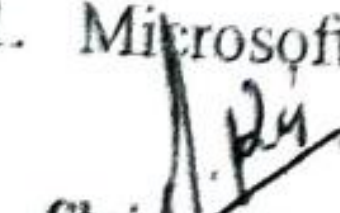
UNIT – V

Presentation : Introduction, Slide show, Formatting, Creating a Presentation, Inserting clip Arts, Adding Objects, Applying Transitions, Animation effects, formatting and checking text, Modifying Visual elements, Preparing a complete presentation.
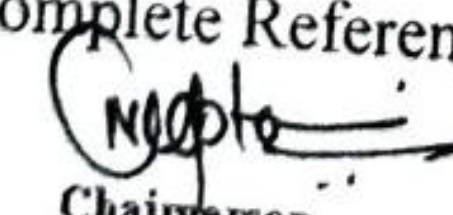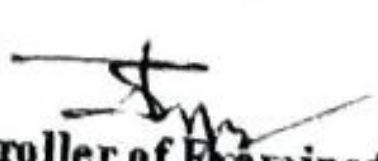
Text Books:

1. Taxali R. K. "PC Software for Windows 98, Made Simple" TMH.
2. Saxena Sanjay, "MS Office 2000 "Vikas Publication House PVT LTD.
3. Busbby M. and Stultz R.A. "Microsoft Office 2000", BPB.
4. Jain S., Geetha M. and Kratika, "Microsoft Office-2007", BPB

Reference Book:

1. Microsoft Office – Complete Reference – BPB Publication.

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