Darshan UNIVERSITY
योग: कर्मसु कौशलम्

Program	Bachelor of Technology (B.Tech.)	Semester - 1
Type of Course	Humanities, Social Sciences and Management	
Prerequisite	-	
Course Objective	Basic computer operating skills are the foremost requirement for everyone nowadays. This course enables the students to develop Microsoft Office skills, to learn appropriate use of Social media and Google Apps, and to be aware of computer security.	

Teaching Scheme (Contact Hours)				Examination Scheme				
Lecture	**Tutorial**	**Practical**	**Credit**	Theory Marks		Practical Marks		**Total Marks**
				SEE	**CIA**	**SEE**	**CIA**	
0	0	2	1.00	0	0	50	50	100

SEE - Semester End Examination, **CIA** - Continuous Internal Assessment (It consists of Assignments/Seminars/Presentations/MCQ Tests, etc.)

Course Content

T - Teaching Hours | **W** - Weightage

Sr.	Topics	T	W
1	**MS Word**	7	20
	Creating, editing, saving and printing text documents, Font and paragraph formatting, Simple character formatting, inserting tables, Smart art, Page breaks, using lists and styles, working with images, using spelling and grammar check, Understanding document properties, Mail Merge		
2	**MS Excel**	6	20
	Spreadsheet basics, Creating, editing, saving and printing spreadsheets, working with functions & formulas, modifying worksheets with color & auto-formats, graphically representing data: Charts & Graphs, speeding data entry: Using Data Forms, analyzing data: Data Menu, Subtotal, Filtering Data, formatting worksheets, Securing & Protecting spreadsheets		
3	**MS PowerPoint**	5	20
	Opening, viewing, creating, and printing slides, applying auto layouts, adding custom animation, using slide transitions, graphically representing data: Charts & Graphs, Creating Professional Slide for Presentation		
4	**Computer Peripherals & Computer Security**	6	20
	Operating Systems and Software Installation, Computer Assembly, Laptop Assembly, Virus, Firewall, Antivirus		
5	**Google Apps & Social Media**	6	20
	Google Chrome, Gmail, Google Calendar, Google Search, Search Engines, Google Docs, Google Sheets, Google Presentations, Google Maps, Google Drive, Google Contacts, Blogs, Question & Answer forums (Quora), Various Social Networks, Social Media Marketing		
	Total	30	

Course Outcomes

	At the end of this course, students will be able to:
CO1	**prepare** project reports, spreadsheet and presentation with the features of Microsoft Office.
CO2	**understand** concept of computer hardware & networking, installation of OS and application programs.
CO3	**explain** social media and digital tools.
CO4	**describe** the features of data security and recent methodologies.

	Reference Books
1.	**Microsoft Office 2013 Professional Step By Step** By Beth Melton, Andrew Couch, Echo Swinford, Mark Dodge | Pearson | Latest
2.	**Hardware and Software of Personal Computers** By Sanjay K. Bose
3.	**The Google Apps Guidebook: Lessons, Activities and Projects Created by Students for Teachers** By Kern Kelley | Edtechteam Press

	List of Practical
1.	**Practical - 1** **Prepare a new document and set page layouts and styles** 1. Create a new word file set paper size to A4, orientation landscape and margins normal/narrow in from Layout Menu. 2. Go to File menu learn properties and set author information, title, tags, comments. 3. Learn protect documents, check for issues, manage document. 4. Create a document of four pages each page should have one title, one main topic, three subtopics with some demo text in each subtopic. 5. Apply title style to each title, apply heading 1 style to each main topic, and apply heading 2 style to each subtopic and normal style to each text. 6. Modify styles, change font type, colour, size, alignment, line spacing, etc. **Prepare a document with paragraph and formatting properties** 1. Apply clipboard properties copy and paste and format painter 2. Apply font properties set font type, size, bold, italic, underline, and strike through, super script, sub script, highlight text, and change case. 3. Apply paragraph properties aligning text, bullets and numbering, indent, sorting, shading, line, paragraph spacing and show/hide paragraph marks. 4. Apply editing properties find, replace and select.
2.	**Practical - 2** **Preparing a document with tables and cell properties** 1. Inserting table, rows, columns, merge and split cells. 2. Apply table design properties shading, table borders. 3. Apply table layout properties row, column heights, text alignment, text direction and cell margins. 4. Prepare a time table of your division using table.
3.	**Practical - 3** **Learning Header, Footer and Page** 1. Inserting Header, footer and page number in the document. 2. Apply section wise header and footer. **Working with equations and symbols** 1. Inserting equations in the document. 2. Inserting symbols in the document. 3. Inserting Date time and objects in the document.
4.	**Practical - 4** **Prepare Column, Line, and Pie chart using appropriate data** 1. Inserting charts in a document. 2. Inserting smart art in a document. 3. Inserting screenshot in a document. **Prepare a letter using Mail Merge** 1. Prepare a master document and data sheet. 2. Create letters using mail merge. **Create Indexes and Table of Content** 1. Create automatic table of content.

		2. Create automatic index.
5.	**Practical - 5**	
	Prepare excel with page layout and headers, manage columns, data validation	
	1. Create Spreadsheet, Adjust Columns Width, Type Text and Numbers, Undo and Redo, Insert and Delete Rows and Columns, Text and Number Alignment, Format Fonts, Format Numbers, Cut, Copy, and Paste Text, Print Spreadsheet.	
	2. Apply excel shortcuts.	
	3. Apply data validation.	
	Working with sort and filter	
	1. Sort Data, AutoFilter, Custom Filter.	
6.	**Practical - 6**	
	Working with Excel formulas	
	Insert Function, Sum, Average, Maximum, Minimum, count, countif, if, upper, lower, trim, proper, concatenate, Vlookup	
7.	**Practical - 7**	
	Working with Additional Features	
	Freeze Panes, Auto Format, Page Setup, Page Breaks, Repeat rows and columns, Find and Replace, Inserting Images, Text to columns	
8.	**Practical - 8**	
	Prepare Column, Line and Pie chart and pivot tables using appropriate data	
	1. Enter Data, Create a Chart, Change Chart Design, Change Chart Layout, Add Chart Title, Change Data Values, Create Pie Chart, Print Chart	
	2. Prepare various pivot tables.	
9.	**Practical - 9**	
	Prepare a PowerPoint presentation using the slide master concept	
	1. Design Theme, Add Text, Add New Slide	
	2. View Modes, Edit Bulleted List, Add Clip Art, Create Shapes	
	3. Replace Font, Format Text, Change Bullets, Add Footer	
	4. Edit Slide Master	
	Working with transition and animations in PowerPoint	
	1. Slide Transition, Text Animation	
	2. Launch Slide Show, Navigation Slide Show	
10.	**Practical - 10**	
	Create a presentation with master slide	
	Prepare a PowerPoint presentation on latest IT trend topic.	
11.	**Practical - 11**	
	Demonstration:	
	1. Computer Peripherals.	
	2. Operating System installation.	
12.	**Practical - 12**	
	Demonstration:	
	1. Driver and Software installation.	
	2. Printer and Scanner installation.	
13.	**Practical - 13**	
	Learning Google Apps	
	1. Prepare a Google Docs, Google Sheet and Google Presentation and give appropriate rights to some users.	
	2. Create a Google Form with various validation option.	