

**Core Course**  
**CC-107 PC Software (Practicals)**

**Course Introduction:**

The course would make students acquainted with the features of Microsoft Office tools. It lays down emphasis on basic as well as advanced features of MS Office tools.

**Objectives:**

The students would be able

- 1) To gain knowledge of various MS office tools.
- 2) To develop skills for effective use of the MS office tools.

**No. of Credits:** 3

**Practical Sessions per week:** 3

**Teaching Hours:** 40 hours

UNIT	TOPICS / SUBTOPICS	TEACHING HOURS
<b>1</b>	<b>Introduction to Operating System, DOS and Windows</b>	<b>10 hours</b>
	<ul style="list-style-type: none"> <li>• <b>DOS</b> <ul style="list-style-type: none"> <li>○ Definition</li> <li>○ Types</li> <li>○ Functions</li> <li>○ Booting Process</li> <li>○ Introduction To DOS</li> <li>○ Comparison with GUI</li> <li>○ Wildcard characters</li> <li>○ Working with DOS cmds:               <ul style="list-style-type: none"> <li>▪ DIR, MD, RD, CD, Copy, Type, DEL, REN, Date, time CLS, VER, Move, ATTRib, Xcopy</li> </ul> </li> </ul> </li> </ul>	6 hrs
	<ul style="list-style-type: none"> <li>• <b>Windows</b> <ul style="list-style-type: none"> <li>○ Components Of Windows               <ul style="list-style-type: none"> <li>▪ Desktop</li> <li>▪ Icon</li> <li>▪ My computer</li> <li>▪ My documents</li> <li>▪ Network Neighborhood</li> <li>▪ Recycle bin</li> <li>▪ Start menu</li> <li>▪ Taskbar</li> <li>▪ Windows explorer</li> </ul> </li> <li>○ Control Panel               <ul style="list-style-type: none"> <li>▪ Date &amp; time</li> <li>▪ Display</li> <li>▪ Mouse</li> </ul> </li> </ul> </li> </ul>	4 hrs

	<ul style="list-style-type: none"> <li>▪ User accounts</li> <li>▪ Add &amp; remove programs</li> <li>○ Files and Folders <ul style="list-style-type: none"> <li>▪ Creating Folder</li> <li>▪ Folder Operations(copying , moving and deleting)</li> <li>▪ Creating files &amp; file operations</li> <li>▪ Creating Shortcuts</li> </ul> </li> <li>○ System Tools <ul style="list-style-type: none"> <li>▪ Disk Defragmentation</li> </ul> </li> </ul>	
<b>2</b>	<b>MS Word &amp; Introduction to Excel</b>	<b>10 hours</b>
	<ul style="list-style-type: none"> <li>• <b>MS Word Introduction</b> <ul style="list-style-type: none"> <li>○ Creating word documents</li> <li>○ Navigating and editing word documents</li> <li>○ Formatting, viewing and printing a document</li> </ul> </li> </ul>	2 hrs
	<ul style="list-style-type: none"> <li>• <b>MS Word Advanced Features</b> <ul style="list-style-type: none"> <li>○ Working with tables and graphics</li> <li>○ Mail Merge</li> <li>○ Other Features <ul style="list-style-type: none"> <li>▪ Autocorrect</li> <li>▪ Autotext</li> <li>▪ Macros</li> <li>▪ Protecting documents</li> </ul> </li> </ul> </li> </ul>	5 hrs
	<ul style="list-style-type: none"> <li>• <b>Excel</b> <ul style="list-style-type: none"> <li>○ Introduction To Excel</li> <li>○ Concept of Workbook</li> <li>○ Worksheet, Workspace</li> <li>○ Types of data</li> <li>○ Formatting Workbook</li> <li>○ Conditional formatting</li> <li>○ Sorting Data</li> </ul> </li> </ul>	3 hrs
<b>3</b>	<b>MS PowerPoint</b>	<b>10 hours</b>
	<ul style="list-style-type: none"> <li>• <b>MS Powerpoint Introduction</b> <ul style="list-style-type: none"> <li>○ Creating ,browsing &amp; saving Presentation</li> <li>○ Editing &amp; formatting slides</li> <li>○ Working with objects</li> </ul> </li> </ul>	4 hrs
	<ul style="list-style-type: none"> <li>• <b>Enhancing presentation using multimedia</b> <ul style="list-style-type: none"> <li>○ Transitions</li> <li>○ Preset Animation</li> <li>○ Rehearse Timings</li> <li>○ Pack &amp; go wizard</li> <li>○ Pen</li> <li>○ Custom Show</li> </ul> </li> </ul>	6 hrs
<b>4</b>	<b>Advanced Excel</b>	<b>10 hours</b>
	<ul style="list-style-type: none"> <li>• <b>Advanced Excel Features</b> <ul style="list-style-type: none"> <li>○ Data validation</li> <li>○ Data filter (Auto &amp; Advance)</li> </ul> </li> </ul>	6 hrs

	<ul style="list-style-type: none"> <li>○ Charts</li> <li>○ What if analysis <ul style="list-style-type: none"> <li>▪ Goal seek</li> <li>▪ Scenario</li> </ul> </li> <li>○ Protecting Worksheet</li> <li>○ Types of error</li> </ul>	
	<ul style="list-style-type: none"> <li>● <b>Functions and Formulas</b> <ul style="list-style-type: none"> <li>○ Mathematical Round, ceil, floor, fact, subtotal, sum , sumif</li> <li>○ Logical AND, OR, NOT, if</li> <li>○ Statistical Min, max, avg, count if</li> <li>○ Text Concatenate, Exact, find, left, right, len, lower, upper, trim</li> <li>○ Lookup Hlookup, Vlookup</li> <li>○ Date and Time Date, day, days360, hour, minute, now, second, time, today, year, datediff</li> </ul> </li> </ul>	4 hrs

**Textbook:**

Working with Personal Computer Software(Second Edition 2010)

Publisher : Wiley India, New Delhi

By R.P.Soni, Harshal Arolkar , Sonal Jain

**Reference Books:**

1. Office 2003 in Simple Steps

Publisher: Dreamtech Press

by Kognent Learning Solutions Inc

2. Microsoft Office Plain And simple (Edition - 2003)

Publisher: Microsoft Press

By Jerry Joyce & Marianne Moon