



ST. ALOYSIUS COLLEGE(AUTONOMOUS), JABALPUR

Reaccredited 'A+' Grade by NAAC(CGPA:3.68/4.00)

College with Potential for Excellence by UGC

DST-FIST Supported & STAR College Scheme by DBT

B.Com I Semester

Paper: - Open Elective

Subject:- DATA PROCESSING SOFTWARE – I

Course Outcomes

CO. No.	Course Outcomes	Cognitive Level
CO 1	To understand the basic concepts of computer system, memory and data.	Un
CO 2	To understand the concept of office automation	Un
CO 3	To understand the basic concepts of various application softwares	Un, Ap
CO 4	To study various methods of formatting of documentation.	Un, Ap
CO 5	To develop and enhance the presentation skill using power point	Ap,E

Credit and Marking Scheme

	Credits	Marks		Total Marks
		Internal	External	
Theory	3	40	60	100
Practical	1	40	60	100
Total	4			200

Evaluation Scheme

	Marks	
	Internal	External
Theory	3 Internal Exams of 20 Marks (During the Semester) Best 2 will be taken	1 External Exam (At the End of Semester)
Practical	3 Internal Exams during the semester	1 External Exams (At the End of Semester)

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Content of the Course

Theory

No. of Lectures (in hours per week): 2 Hrs. per week

Total No. of Lectures: 45

Maximum Marks: 60

Units	Topics	No. of Lectures
I	Fundamentals of Computer- Computer- Block diagram, Uses, types, Input Devices: Point and drawn devices, scanning devices, Output Devices: Monitors & its Types. Printers - Impact, Non-Impact, Plotters. Primary Memory:-RAM (Dynamic & Static), ROM (PROM, EPROM, EEPROM), Secondary Memory - Disk, Optical disk, Data representation: Number system: Binary, Decimal, Octal and hexadecimal, Conversions.	11
II	BASICS OF MS WORD : Creating word documents ; the word window , applying fonts and font styles in word, Aligning and formatting; finding and replacing texts spelling and grammar using the thesaurus command, getting print using print preview, changing page orientation and paper size, aligning text vertically, setting margins , modifying table structure, formatting table ; use of mail merge in Microsoft word.printing options .Cross reference, Bookmarks, Macro and Hyperlink, Index creation. creating headers and footers , creating and modifying page numbers,working with columns working with newspaper columns , creating tables ,	11
III	Spreadsheet Processor Creating Excel Worksheets: Workbook and Worksheets, Entering Text and Numbers, Creating Formulae, Changing Worksheet Layout : Adjusting Column Width and Row Height, Inserting and Deleting Rows and Columns, Naming Worksheet, Selecting Worksheets, Inserting and Deleting Worksheets, Aligning Text , Border and Color. Printing in Excel Advanced Techniques in Excel: Functions , Entering Functions , Relative and Absolute Cell References. Create Named Ranges, Creating Charts ; Editing and Formatting Charts ; Adding a Data Series , Deleting a Data Series , Modifying and Formatting Charts. Creation of Pivot Table To analyze worksheet data.	12
IV	CREATING POWERPOINT PRESENTATION: Introduction of MS PowerPoint, Creating a Basic Presentation using templates, themes Building Presentations, Modifying Visual Elements, Formatting and Checking Text, Adding Objects, Applying Transitions, Inserting Audio & video in slide, Animation Effects and Linking, Preparing handouts, custom slide show.	11





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Text Books:

- 1., Will Train, Gini Courter, Annette Marquis, Microsoft Office 97, B.P.B. Publications
- 2., Gini Courter, Annette Marquis., Microsoft Office 2000, B.P.B. Publications
- 3., Saxena Sanjay, S Schnd, Microsoft Office 2000 for everyone, Vikas Publishing
- 4., Kari Holloway, Writer's Guide to Microsoft Word, Hearts & Blades Publishing
- 5., Michael Alexander, Richard Kusleika, Access 2016 Bible, Wiley
- 6., Greg Harvey, Excel 2019, For Dummies
- 7, Chris Smith, Microsoft PowerPoint made easy, Flame Tree Publishing

List of Practical

Microsoft Word

1. Design an identity card in MS Word application.
2. Design a marksheet of last passed year examination in Word .
3. Design a greeting card in MS Word application.
4. Create an invitation letter for the birthday party and send it to the multiple recipients through mail merge.

MS Excel

1. Using if logical function make an electricity bill in MS Excel application.
2. Using mathematical and logical function create an employee salary sheet in MS Excel application.
3. Design a marksheet in MS Excel application using IF analysis.
4. Using chart display the cricket data Analysis in MS Excel.

MS PowerPoint

1. Create a presentation in MS PowerPoint on the topic "College Assembly".
2. Create a presentation on the topic my hobby by applying transitions and animation effects.

