Part A : Introduction

Program: CERTIFICATE		CLASS: BA/BCOM	Year: I year	Session: 2021-2022
Subject : Computer Application				
1.	Course Code	S1-COAP2T		
2.	Course Title	Data processing Software		
3.	Course Type	Core Course		
4.	Pre-requisite	At least Intermediate in Any course / stream		
5.	Course Learning Outcomes (CLO)	On the completion of this course student will be able- • To understand the basic concept of various • Applications of software. • To gain knowledge of MS Word , Excel ,Access and Power point. • To apply acquired knowledge in office automation tasks. • To study various methods of formatting of documentation and use of spreadsheets. • To develop and enhance presentation skills using power points.		
6.	Credit Value	4		
7.	Total Marks	Max. Marks: 30+70		Min. Passing Marks:33

Part B : Contents of the Course
Data processing Software

Total No. of Lectures= 60 (2 hours/lecture per week) : 2-0-0

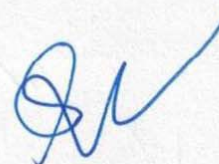| Unit	Topics	No. of Lectures
I	**MS Windows:** Introduction to MS Windows; Features of Windows; Various versions of Windows & their use; Working with Windows; My Computer & Recycle bin : Desktop, Icons and Windows Explorer; Screen description & working style of Windows; Dialog Boxes & Toolbars; Working with Files & Folders; Shortcuts & Autostarts; Accessories and Windows Setting using Control Panel; Start button & Program lists; Installing new Hardwares & Softwares.	12
II	**Basics Of MS Word:** Creating Word Documents; The Word Window , Entering Texts, Editing Document texts; Selecting Texts, Copying and Moving Texts. Applying Text Enhancements; Applying Fonts and Font Style in Word, Highlighting Text For Distinctive Look. Aligning and Formatting; Aligning text using identification options, Setting Line Spacing Options using Tabs. Creating Lists, Numbers and Symbols; Numbering and Bullets, Creating Special Characters, Replacing and checking Text; Creating and	12

	Applying Frequently used Texts, Finding and Replacing Texts, More about Spelling and Grammar using the Thesaurus Command, Getting Print using Print Preview, Changing Page Orientation and Paper Size, Aligning Text Vertically, Setting Margins, Printing Options. **Advanced Formatting Techniques in Word:** Formatting Pages; Formatting Sections, Creating and Modifying Page Numbers, Creating Headers and Footers , Taking Care of Loose Ends, Working With Columns ; Working With Newspaper Columns, Revising Column Structure, Constructing High-Quality Tables; Creating and Revising Tables , Modifying Tables Structure , Formatting Table, Creating Outlines in Word using Templates, Use of Mail Merge in Microsoft Word.	
III	**MS Access** Concepts & terms : database tables, relational database, records, fields , controls & objects , queries forms, reports , properties , wizards , macros , MS Access requirements , starting & quitting MS Access , MS Access workspace, tool & views. Creating database & tables with & without wizard, field name , data types & properties , adding & deleting fields, renaming fields & their caption , resizing fields , freezing columns , primary key field & indexing fields. MS Access Form: Form wizard , Saving & Modifying forms Entering & Editing data , Finding , sorting & displaying data creating queries , using select queries and wild cards. MS Reports: Creating reports, Previewing reports, Printing reports, modifying & Saving reports. Relational databases: definition purpose, creation, viewing, deleting, Expressions , Create Pivot Table or Pivot Chart views in an Access desktop database.	12
IV	**Creating Excel Worksheets:** Entering and Editing Cell Entries : Excel Application Window, Workbook and Worksheets, Moving the Cell Pointer, Entering Text and Numbers , Revising Text and Numbers. Working with Numbers : Creating Formulae, Formatting numbers, Changing Worksheet Layout : Adjusting Column Width and Row Height, Inserting and Deleting Rows and Columns, Inserting and Deleting Cells , Moving and Copying Cell Contents , Naming Worksheet , Selecting Worksheets , Copying and Moving Worksheets, Inserting and Deleting Worksheets, Other Formatting Options ; Aligning Text , Border and Color. Printing in Excel ; Print Preview, Changing Page Setup, Checking Worksheet Spelling. Advanced Techniques in Excel Using Functions and References: Use of Functions , Entering	12

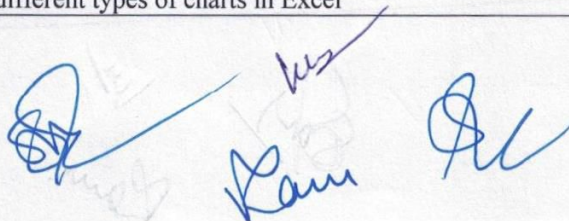|		
	Functions , Relative and Absolute Cell References. Create Named Ranges, Creating Easy-to-Understand Charts ; Pie Charts, Series Charts , Creating Charts , Moving , Sizing and Printing Chart Objects . Editing and Formatting Charts ; Adding a Data Series , Deleting a Data Series , Modifying and Formatting Charts. Macros. Creation of Pivot Table To analyze worksheet data.	
V	**Creating PowerPoint Presentations**: Creating a Basic Presentation, Building Presentations, Modifying Visual Elements, Formatting and Checking Text, Adding Objects, Applying Transitions, Animation Effects and Linking, Preparing handouts.	12
	Part C : Learning Resources	
	Suggested Digital Platforms, Web links 1. https://www.webucator.com/how-to/how-usemail-merge-microsoft-word.cfm 2. https://support.microsoft.com/en-us/office/create-pivottable-or-pivotchart-views-in-an-access-desktop-database-83e52df-dfbd-456d-9dd0-0a48c1aa6752 3. https://support.microsoft.com/en-us/office/create-a-pivottable-to-analyze-worksheet-data-a9a84538-bfe9-40a9-a8e9-f9913445676 4. https://www.youtube.com/watch?v=Zv3XMBb3V6A 5. https://www.digimat.in/nptel/courses/video/121106007/L12.html Suggested Readings: 1. Microsoft Office 97 : Will Train , Gini Courter, Annette Marquis , BPB Publications. 2. Microsoft Office 2000 : Gini Courter & Annette Marquis, BPB Publications. 3. MS Office 2000 for Everyone : Saxena Sanjay , s schnd 4. Writer's Guide to Microsoft Word : Kari Holloway 5. Access 2016 Bible : Michael Alexander, Richard Kusleika 6. Excel 2019 : Greg Harvey 7. Microsoft Powerpoint Made Easy : Chris Smith	

ST. ALOYSIUS' COLLEGE (AUTONOMOUS) JABALPUR M.P.

<table>
<tr><td colspan="5" align="center">**Part- A**
Introduction</td></tr>
<tr><td colspan="2">Program:certificate</td><td>Class: BA/BCOM</td><td>Year: I</td><td>Session:2021-2022</td></tr>
<tr><td colspan="5" align="center">Subject: Computer Application</td></tr>
<tr><td>1.</td><td>Course Code</td><td colspan="3">S1-COAP2P</td></tr>
<tr><td>2.</td><td>Course Title</td><td colspan="3">Data Processing Software (Practical)</td></tr>
<tr><td>3.</td><td>Course Type</td><td colspan="3">Core</td></tr>
<tr><td>4.</td><td>Pre-requisite(If any)</td><td colspan="3"></td></tr>
<tr><td>5.</td><td>Course Learning Outcomes (CLO)</td><td colspan="3">On the completion of this course student will be able-
• To understand the basic concepts of various Applications of Softwares.
• To gain knowledge of MS Word , Excel , Access and Power point.
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<tr><td>6.</td><td>Credit Value</td><td colspan="3">2</td></tr>
<tr><td>7.</td><td>Total Marks</td><td colspan="2">Max.Marks:30+70</td><td>Min. Passing Marks:33</td></tr>
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<tr><td colspan="3" align="center">**Part- B**
Content Of the Course
Data Processing Software (Practical)</td></tr>
<tr><td colspan="3" align="center">Practical Lab will be conducted based on the theory Syllabus</td></tr>
<tr><td></td><td>MS Office Practical
1. To create a document and insert header and footer, page title, page numbers
2. Insert a table, picture, clip art and chart into the document.
3. To create a document for writing mathematical equations.
4. To create a document, set the margins, orientation, size, column, water mark, page color and page borders.
5. To create a document using mail merge by connecting data base.
6. To Print an invitation letter using mail merge.
7. To design a table, form and report in Access.
8. To design Queries and macri in Access.
9. To get external data from elsewhere and move to Access.
10. Access Data base, generate report and label.
11. To encrypt Data base with pass word in Access.
12. Creating, editing, saving, printing, securing & protecting operations of an excel spreadsheets.
13. To Prepare different types of charts in Excel</td><td>30 HRS</td></tr>
</table>

14. To create student's data for identity card along with photo, sign etc. and print it.
15. To create bar chart & pie chart in Excel for analysis of five year's results of your institute.
16. To prepare an attendance sheet of 10 students for any 6 subjects of your syllabi. To calculate their total attendance, total percentage of attendance of each student & average of attendance.
17. To create Pivot Table using multiple sources of data in Excel.
18. Applying themes and layouts to power point slides and inserting pictures, graphics, shapes and tables into presentations.
19. To create power point slide make using transitions and animation, working with master slides.
20. To create a professional slide for presentation in Power point.

Part – C

Learning Resources

Suggested Digital Platforms, Web links
1. https://www.webucator.com/how-to/how-use-mail-merge-microsoft-word.cfm
2. https://support.microsoft.com/en-us/office/create-pivottable-or-pivotchart-views-in-an-access-desktop-database-83e524df-dfbd-456d-9dd0-0a48c1aa6752
3. https://support.microsoft.com/en-us/office/create-a-pivottable-to-analyze-worksheet-data-a9a84538-bfe9-40a9-a8e9-f99134456576
4. https://www.youtube.com/watch?v=Zv3XMBb3V6A
5. https://www.digimat.in/nptel/courses/vedio/121106007/L12.html

Suggested Readings:
1. Microsoft Office 97 : Will Train , Gini Courter , Annette Marquis , BPB Publication.
2. Microsoft Office 2000 : Gini Courter & Annette Marquis, BPB Publication.
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