

**Computer Skill**

**(FOR B.A. PROGRAMME)**

**COSK- 301**

**Full Marks: 100**

(End Semester: 80 and Internal Assessment 20 marks)

Objectives: This Course is prescribed for the B.A. Programme in the Semester System as a compulsory Course for both General and Major Programmes included in the 3<sup>rd</sup> Semester. The Course intends to provide basic knowledge of Computer software and its practical applications, which is recognized as an important tool in all fields of modern academics, communication and information technology. The Course is divided in two groups, Theory (Group A) and Practical (Group B).

**GROUP A**

**PC SOFTWARE**

(End Semester: 48 and Internal Assessment 12marks)

**UNIT I:**

MS-Windows: Operating system-Definition & functions, basics of Windows. Basic components of windows, icons, types of icons, taskbar, activating windows, using desktop, title bar, running applications, exploring computer, managing files and folders, copying and moving files and folders. Control panel – display properties, adding and removing software and hardware, setting date and time, screen saver and appearance. Using windows accessories.

Classes allotted 8; Marks 10

**UNIT-II:**

Documentation Using MS-Word - Introduction to Office Automation, Creating & Editing Document, Formatting Document, Auto-text, Autocorrect, Spelling and Grammar Tool, Document Dictionary, Page Formatting, Bookmark, Advance Features of MS-Word-Mail Merge, Macros, Tables, File Management, Printing, Styles, linking and embedding object, Template.

Classes allotted 6; Marks 10

**UNIT III:**

Electronic Spread Sheet using MS-Excel - Introduction to MS-Excel, Creating & Editing Worksheet, Formatting and Essential Operations, Formulas and Functions, Charts, Advance features of MS-Excel-Pivot table & Pivot Chart, Linking and Consolidation.

Classes allotted 6; Marks 10

**UNIT IV:**

Database Management using Excel-Sorting, Filtering, Table, Validation, Goal Seek, Scenario.

Classes allotted 4; Marks 8

**UNIT V :**

Presentation using MS-PowerPoint: Presentations, Creating, Manipulating & Enhancing Slides, Organizational Charts, Excel Charts, Word Art, Layering art Objects, Animations and Sounds, Inserting Animated Pictures or Accessing through Object, Inserting Recorded Sound Effect or In-Built Sound Effect.

Classes allotted 6; Marks 10

**GROUP B****Practical**

(End Semester: 32 and Internal Assessment 8 marks)

	Classes allotted	Marks
1. MS-Windows	4	3
2. Documentation Using MS-Word	4	4
3. Electronic Spread Sheet using MS-Excel	4	5
4. Database Management using Excel	4	5
5. Presentation using MS-PowerPoint	4	5
6. Practical Handbook		5
7. Viva-voce		5

**TEXT BOOK:**

1. Learn Microsoft Office – Russell A. Stultz – BPB Publication

**REFERENCE BOOKS:**

1. Microsoft Office – Complete Reference – BPB Publication
2. Courter, G Marquis (1999). Microsoft Office 2000: Professional Edition. BPB.
3. PC Software – Shree Sai Prakashan, Meerut