

Shri Govind Guru University, Godhra

B. A. Sem. III

Foundation Course

Course Name: Computer Skill

Note: Out of 100 marks includes 50% weightage(50 Marks) for College semester theory examination and 50% weightage(50 Marks) for College semester practical examination.

Objectives:

The objective of this course is to enable students to develop skills of computer operations using Windows Operating System and MS Excel.

Contents:

Unit – I Introduction to Operating System:

Definition, Overview of various types of Operating Systems (Windows, Linux, Unix), Introduction to Windows XP, GUI, use of mouse, Icons, Arranging Icons, Desktop, My Computers, My Documents, Recycle Bin, Browser, Start Menu, Task Bar, Display Settings (Editing with Desktop picture, Screen Saver, Desktop Theme, Screen resolution setting etc.), Windows Explorer, Files and Folder management techniques, Different views of Files, Folders and its concern operations (Open, Cut, Copy, Paste, Move, Rename, Create Shortcut, Properties, Print, Delete),

Unit –II Introduction to Worksheet:

Basic Components of MS Excel worksheet, Workbook, Advantages of Worksheet, Overview of various types of data (Number, Text, Date & Time, Formula, Function), Creating, Viewing, Editing worksheet by change in columns width, Row height, Hiding, Deleting, Inserting rows and columns, Saving, Copying, Inserting, Searching and replacing data in worksheet, Editing, Copying, Deleting data in Worksheet, Merging and splitting of cells, Wrapping text, Cell references, inserting page break, Range name

Unit – III Data Formatting and Worksheet:

Fonts (Font type, Font size, Bold, Italic, Underline, Text Color), Cell Color, Border Color, Horizontal and Vertical alignments, Bullets and Numbering, Text Wrapping, Different formats of number, Date and time, AutoCorrect, AutoSum, Sorting and Filtering

Unit – IV Functions, Charts and Sheet Management:

Adding formula and functions in formula bar as well in cell, Various types of Operators, Basic Properties, Editing Formula,

Types of Functions:

Statistical Functions: SUM(), AVG(), MIN(), MAX(), COUNT()

Mathematical Functions: ROUND(), ABS(), INT(), TRUNC()

Logical Function: IF(), OR(), AND()

Date Function: DATE(), DAY(), MONTH(), NOW(), YEAR(), WEEKDAY()

String Functions: LEFT(), RIGHT(), MID(), LOWER(), UPPER()

Overview of Charts, Types and Component of Charts, Creating, Editing, Deleting Charts, Formatting a Chart, Page Setup, Header and Footer, Margins, Print preview, Printing Options

Main Reference Book(s):

- (i) Working with Personal Computer Software by R.P.Soni, Harshal Arolkar, Sonal Jain, Wiley India.

Suggested Additional Reading:

- 1) Hand book of Computer Fundamental, Dr. G.N. Jani, S.M. Solanki, Vimal Pandya, Akshar Publication
- 2) Computer Application – I, Vimal Pandya, HK Arts College Publication
- 3) Computer Fundamentals, Anita Goel, Pearson Education
- 4) Office 2010 in Simple Steps, Kogent Learning Solution Inc., Dreamtech Press
- 5) Microsoft Office Excel 2010 QuickSteps, John Cronan, Tata McGraw hill Publication
- 6) Computer Fundamental & Applications, Windows 7 & Office 2010 Step by Step, Sweta Bansal, Apex Publishing
- 7) Microsoft Office 2003 The Complete Reference, Curt Simmons, Guy Hart-Davis, Jennifer Kettel, Tata McGraw hill Publication
- 8) Successful Project in Excel, Heathcote, BPB Publication

Accomplishments of the student after completing the Course:

Students would be able to use the MS Windows and new features of MS Excel package and students would be able to create and work with Excel Workbooks and Worksheets also use of formulas and functions in Excel.

Practical Exercise using MS-Excel

1) Create a worksheet of student information.

| Roll No. | Stu_Name | Birth Date | Gender | Class |
|----------|----------|------------|--------|-------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

2) Create a worksheet of Employee information.

| Emp_no | Emp_name | Designation | Date of Birth | Mobile Numer | Basic Pay |
|--------|----------|-------------|---------------|--------------|-----------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

3) Create a worksheet of student Marks Statement.

| Roll No. | Stu_Name | Sub-1 | Sub-2 | Sub-3 | Total Marks | Percentage | Rank |
|----------|----------|-------|-------|-------|-------------|------------|------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

4) Create a worksheet of Employee salary Statement.

| Emp No | Emp name | Basic Pay | DA | HRA | Gross Salary | Profession Tax | PF | Total Deduction | Net Pay |
|--------|----------|-----------|----|-----|--------------|----------------|----|-----------------|---------|
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

• Find out as per following criteria

1. DA = 65% of Basic
2. HRA = 20% of Basic
3. Profession Tax = Rs. 200/-
4. PF = 10% of Basic

5) Create a worksheet of Railway Time Table.

| Train No | Train name | Station | Time | | Platform No |
|----------|------------|---------|---------|-----------|-------------|
| | | | Arrival | Departure | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

6) Create a worksheet of Inventory Master.

| Item Code | Item No | Item Stock | Unit Price (in Rs.) |
|-----------|---------|------------|------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

7) Create a worksheet of sales report.

| Month | Sales Man 1 | Sales Man 2 | Sales Man 3 | Total Sales | Average Sales |
|---------------|-------------|-------------|-------------|-------------|---------------|
| January | | | | | |
| February | | | | | |
| March | | | | | |
| April | | | | | |
| May | | | | | |
| June | | | | | |
| July | | | | | |
| August | | | | | |
| September | | | | | |
| October | | | | | |
| November | | | | | |
| December | | | | | |
| Total Sales | | | | | |
| Average Sales | | | | | |

8) Create following data with automatic data fill facility horizontally and vertically.

| January | February | March | April | May | June | July | August |
|-----------|----------|-------|-------|-----|------|------|--------|
| 7/1/2017 | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| 14/1/2017 | | | | | | | |

Apply the following formats:

- Apply Auto-format of your choice to table.
- Increase the width of column April and June to 15.
- Increase the height of all rows to 18 point.
- Align all the data horizontally and vertically in the center of the cell.
- Apply the outer border to the table.
- Save the workbook.

9) Open the worksheet of practical no. 2 and use the sort and filter option.

10) Create charts: Bar, Column, Pie, Line, Scatter and Area.