

EC: 202: IT Tools and Applications (Elective Course)

Theory: Credit: 2 (50%)

Total Marks: 100

Practical: Credit:2 (50%)

Unit	Topics Covered under unit	Wt.
I	Introduction to Computers, Operating System, Windows & its Utilities Computer system components, Input devices, Output devices, storage, devices, computer storage elements, types of computer, Applications of computers, advantages of using computer. Operating System: Introduction to operating system, Types of User Interfaces, Functions of Operating Systems Types of Operating Systems, Booting Process, Introduction to Windows, features of Windows, various versions, Components Of Windows Internet and Outlook : Internet and intranet , Most popular internet services, Functions of Internet like email, WWW, FTP, Usenet, IRC, instant, messaging, Internet Telephony Managing emails, Using address book, Working with task list, Scheduling appointments.	25%
II	MS Word MS Word: Creating, navigating and editing Word documents, Formatting text of a document, Formatting , viewing and printing a document, Inserting and removing page breaks, Insert Header and footers, Viewing a document, Page set up of a document, Printing a document, Working with tables and graphics, Working with objects, Mail merge and labels, Spelling and grammar tools, Autocorrect, Auto text, Auto format, Inserting endnotes and footnotes, Working with columns, Inserting comments, Creating index and tables from the content of document, Counting words, Macros, Saving document with passwords.	25%
III	MS Excel Introduction To Excel, Concept of workbook, worksheet, workspace, Types of data, Formatting workbook, Sorting Data Advanced Excel , Data validation, Data filter (Auto & Advance), Charts, What if analysis, Protecting Worksheet.	25%

	<p>Functions and formulas:</p> <p>1. Mathematical: Round, ceil floor, fact, subtotal, sum , sum if</p> <p>2. Logical : AND, OR, NOT, if</p> <p>3. Statistical: Min, max, avg, count if</p> <p>4. Text: Concatenate, Exact, find, left, right, lower, upper, trim</p> <p>6. Date and Time: Date, day, days360, hours, minute, now, second, time, today, year, datediff</p> <p>7. Financial Functions: FV, IPMT, NPER, NPV, PMT, PV, Rate</p> <p>Data analysis : Standard deviation, Variance correlation, z-test, Chi-square).</p>	
IV	<p>MS PowerPoint</p> <p>Creating , browsing & saving Presentation, Editing & formatting slides, Linking multiple slides using hyperlinks and advance buttons, Using slide layouts, Adding notes to the slides, Editing and formatting slides, Working with slide masters, Inserting objects on the slide, Animating objects, Slide transitions, Choosing preset animations, Triggering animations, Applying sound effects to animation effects, Playing videos, Slide show, Custom Show</p>	25%

University Examination Scheme (70-Marks) :

Theory Examination: 35 Marks

Practical Examination: 35 Marks

Reference Books:

1. PC Software, R. K. Taxali, Tata MacGraw Hill Publishing Company.
2. Working with Personal Computer Software (2nd Ed.) – R.P.Soni, Harshal Arolkar, Sonal Jain , Wiley –India Publications.
3. Olevel- Module-I, II & III, Satish Jain, Sashank Jain, Sashi Singh & Dr. Madhulika Jain, BPB Publication.
4. Office 2003 in simple steps- Dreamtech Press.
5. Jain, V.K.; *Computers and Beginners*.