

Paper No: 205 (Information Technology and Data Analysis)

1. Main Objectives:

Unit:1 Introduction to Excel 2007:

- What are an electronic worksheet and its advantage?
- Starting Excel and Excel Screen.
- Entering Value Text and Formulas.
- Advantages of using Formula.
- Concept of Cell, Range, Worksheet and Workbook.
- Saving, closing, opening a workbook.
- Creating a New worksheet.
- Moving and Copping data.
- Doing and Undoing Actions.
- Inserting and Deleting Columns and rows.
- Formatting Worksheet.
- Changing column Width.
- Printing the worksheet.
- Setting a page and margins and defining header and footer.

Unit: 2 Advanced Features of Excel2007:

- Creating a charts.
- Using data and Time.
- Functions

Average, count, max, min, Stdev, Var, Sum, Abs, Int, Log, Mod, round. Sqrt, Auto sum, Fv & Pv, If.

- Using Database functions:

DMAX, DAVERAGE, DCOUNT, DMAX, DMIN, DUM, DVAR.

Unit: 3 MS Power Point 2007 (Basics):

- What is power point?
- Creating a presentation
- Power point views and running a slide show.
- Editing presentation.
- Editing Text including Data.
- Printing a presentation.

Unit: 4 MS Power Point 2007 (Advanced):

- Customizing your presentation.
- Slid Show
- Working with slide object.
- Editing Drawing Object.
- Editing Line Attributes.
- Changing Font Attributes.
- Moving and Coping Objects.
- Manipulating Objects.
- Showing the presentation.
- Enhancing your slide show.
- Animation and transitions.
- Music, Sound and Videos.

Structure of Question Paper (Theory): (35 Marks Time : Three Hours)

Question No.	Marks	Note	Unit
1	10	Short notes any Two out of Four	One from Each 1,2,3,4.
2	15	Write Procedure Any Fifteen out of Eighteen	Five From Each 1,2,3,4.
3	05	Short Question Any Five out of Eight	Two from each Unit.
4	05	Multiple Choice Questions Compulsory five MCQ	Minimum one from each Unit.

Scheme of Practical examination:

Time : 3 Hours

Total Marks : 35

- Practical based on Excel 12 Marks
(One out of two)
- Practical based on Power Point 12 Marks
(One out of two)
- Viva 06 Marks
- Journal 05 Marks

References:

- Personal computer, windows 98 and Microsoft office 2000 Antani Hemang and Shah Keyur, THM.

PC software for windows 98 mad simple, Taxali R K, THM