HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATA N

M.Sc. Programme :: Semester - IV

Soft Skill Course in Botany

SBO-402 :: Computer applications

Credits: 2

Teaching Hours per Week:2
(2 hour for theory per week)

UNIT 1   Introduction To Word – 2003
- What Is Word Processing?
- Advantages Of Word Processing.
- Starting Word-2003 And Its Parts.
- Basic Operations on A Document.
  Typing, Saving, Printing, Print Preview, Opening, Closing A
  Document And Saving A Document With New Name.
- Editing A Document.
  - Cursor Movement, Selected Text, Deleting Text, Replacing Text, Undoing And Redoing Changes, Moving To A Specific Page
  - Move And Copy Text
- Formatting Text And Paragraph.
- Alignment, Font Dialog Box, Bullets And Numbering, C ontrolling Paragraph, Indents, Line Spacing, Border And Shade, Inserting Date / Time
1. Finding And Replacing A Text
2. Table
3. Spell Check
4. Auto Text & Auto Correct

UNIT 2   **Introduction To Excel – 2003**
- What Is An Electronic Worksheet And Its Advantage
- Starting Excel And The Excel Screen
- Entering Value, Text And Formula
- Advantages Of Using Formula
- Concepts Of Cell, Range, Worksheet And Workbook
- Saving, Closing, Opening A Workbook
- Creating A New Worksheet
- Moving And Coping Data
- Doing And Undoing Actions
- Inserting And Deleting Columns And Rows
- Formatting Worksheet
- Changing Column Width And Row Height

Advanced Excel – I
- Printing The Worksheet
- Setting Up Pages And Margins
- Defining Header And Footer
- Advanced Print Options
- Creating Charts

Excel Function
- Using Date And Time Functions
  - Today(), Now(), Day(), Month(), Year()
  - Hour(), Minute(), Second()
- Other Functions
  - Average, Count, Max, Min, Stdev, Var
  - Sum, Abs, Int, Log, Mod. Round, Sqrt, Auto Sum

Recommended Reading:
1. Fundamentals Of Computer Application Part -I And II (2012), Dr. A M Patel, Pankaj Pandya, Kiran Desai And Others, Shri Jalaram Publication.
2. IT Tools & Applications, Taxali R.K., TMH.

M.Sc. Semester-IV

April/May-2013

SBO-402 :: Computer applications

Duration: **2** Hrs   Total Marks: **50**

1.	MCQs (10 out of 12) (Each of **1** Mark) [At least **4** questions from each Unit]	**10**
2 (**A**)	Medium type question (2 out of 3) (Each of **4** Mark) [only from Unit-I]	**08**
2. (**B**)	Short notes (4 out of 6) (Each of **2** Mark) [only from Unit-I]	**08**
2. (**C**)	Short notes (4 out of 6) (Each of **1** Mark) [only from Unit-I]	**04**
3 (**A**)	Medium type question (2 out of 3) (Each of **4** Mark) [only from Unit-II]	**08**
3. (**B**)	Short notes (4 out of 6) (Each of **2** Mark) [only from Unit-II]	**08**
3. (**C**)	Short notes (4 out of 6) (Each of **1** Mark) [only from Unit-II]	**04**