

G. S. SCIENCE, ARTS & COMMERCE COLLEGE, KHAMGAON

DEPARTMENT OF COMMERCE

HUNAR SE ROJGAR

Duration of the Course: 54 Hours.

Minimum qualification: HSC passed and bonafide student of the college.

SYLLABUS of the Course:

Unit: 1 WINDOWS: OPERATING SYSTEM- WINDOWS TASKBAR, Working with Taskbar, Taskbar properties, Cascading Windows, Date & Time.

DESKTOP: Working with Desktop, Arrange Icons, Line up Icons, Wallpaper and Screensaver, Setting Wallpaper, Setting Screensaver.

Software and its Types Hardware Input Output and Storage Devices

Windows Applications- Creating Shortcut, Changing Icon, Creating New Icon Picture. **(8 hours)**

Unit: 2 MICROSOFT WORD: Opening MS-WORD Parts of MS-WORD, Saving, Opening & Closing Copying Text, Moving Text & Change Case Working with Multiple Documents, Moving around the Documents. Correcting Mistakes, Inserting Text, Insert & Type over mode, Spell Check Working with Alignment, Working with Highlight, Working with Indentation, Working with Font, FIND & REPLACE, FORMATING THE PARAGRAPH, SPECIAL SYMBOLS & TABLES, Bullets & Numbering, Tables INSERTING CLIPART & WORDART, Picture & Drawing Tool Bar, PRINTOUT, HEADER & FOOTER.

PRACTICALS:

Type a Leave Letter in MS Word Using format/style/ modify format/text, set text to reasonably large such as 18-pt. Set up one table, with shading and a minimum of 3 rows and 3 columns. List your favorite TV shows in the table. Create a Small advertisement by inserting some pictures. Create a document with header and footer. Create a document having two columns with page number. **(10 Hours)**

Unit 3: MICROSOFT POWERPOINT: Opening new presentation, Parts of PowerPoint window, Opening saving and closing presentations, Features of PowerPoint, Background design, Word art, Clip art, Drawings, 3D settings, Animations, Sound, Views, types of views, Inserting and deleting slides, arranging slides, slides show, rehearsal, setup show, custom show, Creating custom presentations, action setting, auto content wizard, working with auto content wizard,

PRACTICALS:

- 1 Create a Power point presentation of your College (Minimum 10 Slides)
- 2 Insert College picture
- 3 Insert College name at top with Bold font
- 4 Apply transitions to all slides
- 5 Apply an audio sound to all slides. **(13 Hours)**

Unit 4: MICROSOFT-EXCEL : Introduction to MS-Excel, Introduction, Opening MS-Excel, Parts of MS-Excel Window. Opening, Saving and Closing Workbook, Entering Data in Spreadsheet, Entering Numbers, Entering Texts, Entering Date and Time, Editing Data in MS-Excel. Copying the Data, Moving the Data, Formatting the Data in MS-Excel, Formatting Tool bar, Drawing in MS-Excel, Drawing Tool bar, Formatting and editing the Worksheet, Format cells window, Inserting Row and Column, Deleting Row and Column, Inserting Worksheet, Deleting Worksheet, Renaming Worksheet, Formulas in MS-Excel, Creating simple formulas, Functions, Date Arithmetic, Working with Charts, Types of Charts, Inserting Charts, Formatting the Charts.

PRACTICALS:

- 1 Formatting the Date cell
- 2 Freeze and unfreeze the rows and columns
- 3 Insert and delete rows and columns
- 4 Create an Excel sheet for students mark sheet of 5 subjects. Calculate the average , total, pass/ fail using functions and formulas
- 5 Create a bar chart in Excel for year wise population status. **(12 Hours)**

Unit 5: Web designing and Programming: What is Internet?, Introduction to internet and its applications, E- mail, :World Wide Web, :World Wide Web, internet explorer, chrome, HTML Tag

- 1 Introduction
 - a. WEB publishing
 - b. HTML tag concept

- c. <head><body>
- d. URL, hyperlinks <link> href,<A> tags
- e. Image basics,
 - i. alt attribute
 - ii. Hspace, Vspace
 - iii. Height, Width
 - iv. Image as buttons
- 2 Presentation and layout
 - f. Text alignment
 - i. Center, left, right
 - ii. Multicol
 - g. Color settings
 - i. bgcolor
 - ii. Foreground color
- 3 h. Tables
 - i. TD
 - ii. TR
 - iii. Rowspan
 - iv. Colspan
 - v. cell padding
 - vi. Table within table
- 4 Lists
 - a. Ordered lists
 - i. Types of order list
 - b. Unordered lists
 - i. Types of unordered list
 - c. Nested Lists
- i. What are style sheets?, Why are style sheets valuable? Different approaches to style sheets.
(11 Hours)



Dr. D. N. Vyas
(Coordinator)



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