

Title of Certification Course: PC Software

Name of Institution: Smt R.P. Chauhan Arts and Smt J.K. Shah and Shree K.D. Shah Commerce College and Department of K.R.P. Darjee Indo-American Inst. Of Computer Science,Vyara

Objective of the Course:	The students will be able to use various Office Automation Tools like Word processor, Spreadsheet software & Presentation software.
Pre-requisite:	Basic Knowledge of Computers
Expected Outcomes of the Course:	The expected outcome of the course is that the student will learn to prepare business and personnel letter. Students will be able learn to make spreadsheets and presentation.
Course Nature : (Theory / Practical / Field based or Blended):	Blended
Eligibility Criteria of Participants:	12 th passed
Course Content(In detail):	Unit 1: Introduction of Windows 1. Concept of Windows 1.1. Concept of Windows, Icon, Menu 1.2. Desktop 1.3. Creating Folders and Shortcuts 1.4. Finding Files & Folders 1.5. Creating, Copying, Moving and Deleting files 1.6. Windows Explorer Unit 2: Word Processor 2. Introduction 2.1 Objective 2.2 Word Processing Basics 2.2.1 Opening Word Processing Package 2.2.2 Title Bar, Menu Bar, Toolbars 2.2.3 Creating a New Document 2.3 Opening and Closing Documents 2.3.1 Opening Documents 2.3.2 Save and Save As 2.3.3 Closing Document 2.3.4 Using The Help 2.3.5 Page Setup 2.3.6 Print Preview 2.3.7 Printing of Documents 2.3.8 PDF file and Saving a Document 2.4 Text Creation and manipulation 2.4.1 Document Creation 2.4.2 Editing Text 2.4.3 Text Selection 2.4.4 Cut, Copy and Paste 2.4.5 Font, Color, Style and Size selection 2.4.6 Alignment of Text 2.4.7 Undo & Redo

	2.4.8 AutoCorrect, Spelling & Grammar 2.4.9 Find and Replace 2.5 Formatting the Text 2.5.1 Paragraph Indentation 2.5.2 Bullets and Numbering 2.5.3 Change case 2.5.4 Header & Footer 2.6 Table Manipulation 2.6.1 Insert & Draw Table 2.6.2 Changing cell width and height 2.6.3 Alignment of Text in cell 2.6.4 Delete / Insertion of Row, Column and Merging & Splitting of Cells 2.6.5 Border and Shading 2.7 Macro 2.7.1 Concept 2.7.2 Recording Macro 2.7.3 Using the Macro
	Unit 3: Spreadsheet Package 3. Introduction 3.1 Objectives 3.2 Organization of Spread Sheet 3.2.1 Creating, opening, saving and closing Spread Sheet 3.2.2 Addressing mode in Spreadsheet 3.2.3 Types of Data supported in Cells 3.2.4 Page Setup 3.2.5 Printing of sheet 3.3 Manipulation of Cells & Worksheet 3.3.1 Editing Cell Content 3.3.2 Formatting Cell 3.3.3 Cut, Copy, Paste & Paste Special 3.3.4 Inserting and Deleting Rows, Column 3.3.5 AutoFill 3.4 Formulas, Functions and Charts 3.4.1 Using Formulas for Numbers 3.4.2 AutoSum 3.4.3 Functions (Text, Mathematical, Logical, Financial, Date Time) 3.4.4 Creating Charts
	Unit 4: Presentation package 4. Introduction 4.1 Objectives 4.2 Creation of Presentation 4.2.1 Creating a Presentation Using a Template 4.2.2 Creating a Blank Presentation 4.2.3 Inserting & Editing Text on Slides 4.2.4 Inserting and Deleting Slides in a Presentation 4.2.5 Saving a Presentation 4.3 Manipulating Slides 4.3.1 Inserting Table 4.3.2 Adding ClipArt Pictures

	4.3.3 Inserting Other Objects 4.3.4 Resizing and Scaling an Object 4.4 Presentation of Slides 4.4.1 Running a Slide Show 4.4.2 Transition and Slide Timings 4.4.3 Automating a Slide Show 4.4.5 Printing Slides and Handouts
Exam Pattern: (MCQ / Written / Practical / Blended)	Blended
Reference Books:	
1.	PC Software for Windows 2003 Made Simple, - R K Taxali, - TMH
2.	2007 Microsoft Office System Plain & Simple, Joyce & Moon, - PHI
3.	Microsoft Office Excel 2007 Step by Step Paperback – Import, 3 January 2007 by Curtis Frye