NAAC Criterion-I

Key Indicator – 1.3.2

Brochure and Course content or syllabus

1.3.2 Evidences

Department of Computer Science and Informatics

Central University of Himachal Pradesh, Dharamshala, Kangra

Course Code: CSI449

Course Name: LAB- PC package

Credit Equivalent: 02 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual / group work; obligatory / optional work placement; literature survey / library work; data collection / field work; writing of papers / projects / dissertation / thesis; seminars, etc.)

Attendance Requirement:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Course Contents:

Unit-I: **(10 Hours)**

Word Processing Concepts: Definition, Benefits, Facilities & Features in general. Office tool: Word processing using MS-WORD, File handling, Editing, Formatting, spell checking.

Unit-II: **(10 Hours)**

Mail merge, Table handling & Insertion, importing, exporting & object linking embedding, printing operation. Spreadsheet: features, uses & benefits in general.

Unit-III: **(10 Hours)**

Spread sheet: Entering data & selecting cells, editing worksheet data, formatting worksheet, creating Formulae, function & charts /graphs, multi operation, data base management.

Unit-IV: **(10 Hours)**

Presentation Tools: features, uses & benefits in general. MS Power Point: Creating & saving presentation templates & view (slide view, notes view, outline view, slide show) Formatting text, slides & graphs, animations, slides transition, multi operation.

Prescribed Text Book:

- MS OFFICE XP COMPLETE BPB PUBLICATION
- JOE HABRAKEN, MICROSOFT OFFICE 2000, 8 IN 1, BY, PRENTICE HALL OF INDIA
- I.T .TOOLS AND APPLICATIONS, BY A. MANSOOR, PRAGYA PUBLICATIONS, MATURA