

**First Allied Course I – PC PACKAGES - I**

**(Theory 60 marks      UE: 45    IA: 15)**

Unit I:

Introduction to computers – Meaning of Computers – Characteristics of Computers – Areas of Application – I.P.O Cycle – Components of Computer – Memory and control units – Input and Output devices – Hardware and Software – Operating Systems

Unit II:

Word – Creating Word Documents – Creating Business Letters using wizards – Editing Word Documents – Inserting Objects – Formatting documents –spelling and grammar check – Word Count, Thesaurus, Auto Correct – Working with tables – Saving, opening and closing documents – Mail Merge.

Unit III:

Introduction to Spread Sheet (MS –Excel) – Introduction to spread sheets – entering and editing text, numbers and formulae – Inserting rows and columns Building Worksheets – Creating and formatting charts – Application of Financial and Statistical functions – MS Power Point Creating a simple presentation – Creating, inserting and deleting slides – Saving a Presentation.

**(Practical – 40 marks      UE: 30 marks    IA: 10 marks)**

Unit IV:

Word – Creating personal letters – Official letters – circulars – templates – Use of Wizards – Resumes – Preparation of Bio-data – Creating Greetings – Clip Art – Bullets and Numbering – Insertion of charts and diagrams – Tables – Mail merge.

Unit V:

Excel – Entering information in worksheet - Sum functions – Align data cells – Changing column width and row height – Pay bill – mark sheet – Electricity bill – Pay slip – PowerPoint – Simple presentations – creating slide show – animation – inserting and deleting slides.

Books for reference:

1. Microsoft Office for Windows – E.D. Jones and Derek Sutton Publication
2. MS Office 2000 – Sanjay Saxena, Vikas Publishing House
3. Computer Applications in Business – S.V. Srinivasa Vallabhan, Sultan Chand and Sons, New Delhi
4. Computer Applications in Business – TD Malhotra, Kalyani PublicationsPC
5. Software for windows made simple – Taxali, Tata McGraw Hill Publishing Company Limited.