Krantiguru Shyamji Krishna Verma Kachchh University, Bhuj
Master of Science (Computer Applications & Information Technology)
Semester: I

Paper Code: CECS101	Total Credit : 4
Title of Paper: PC Software and Applications	**Total Marks :** 70 **Time :** 3 Hrs

Unit	Description	Weighting
I	**Operating System :** Introduction, Types of Operating System DOS: Internal & External commands, file name, wildcard character, autoexec.bat & config.sys, hidden system files. Commands like DIR, MKDIR, CHDIR, COPY, TYPE, DELETE,RENAME, PRINT, FORMAT, SYS, LABEL, CHKDSK, SCANDISK, ATTRIB, PATH, PROMPT, DATE, TIME, BACKUP, RESTORE etc. WINDOWS: Concept of Window, icon, menu, picture Control Panel etc. Desktop : my computer, network neighbourhood, recycle bin etc., start menu, windows explorer, long & short file names, creating folder, copying & moving files, deleting files, creating shortcuts, adding & deleting from start menu, adding & removing hardware, scanning disk, defragmentation, security features, installing other software etc.	20%
II	Introduction to personal computers Significance and use of a typical PC Operating System Introduction to Editors Classification of PC Software Introduction to word processing Examples of some popular word processing packages Uses of word processors Creation, editing, and formatting of documents	20%
III	Mail merge facility in word processors Global search & replacement of text Page layout and printing of a document Spelling checker, Tables, Templates, Advanced features Introduction to spreadsheets Examples of some popular spreadsheet packages Uses of spreadsheet packages	20%
IV	Addressing cells in a spreadsheet Building Spreadsheets using formulas, conditional calculations, built-in functions Graph-plotting facilities Sorting and filtering data Using externally created data files in a spreadsheet package	20%
V	What-if analysis and protection facility in spreadsheets Using pivot tables Applications of spreadsheets Introduction to presentation tools Creating a presentation Formatting slides Slide transition and adding special effects Inserting pictures, sound, charts	20%
Basic Text & Reference Books :-		
1.	Taxali R.K : PC Software for windows made simple, Tata McGraw-Hill Publishing Co. Ltd.	
2.	Manuals of PC Software	

Krantiguru Shyamji Krishna Verma Kachchh University, Bhuj
Master of Science (Computer Applications & Information Technology)
Semester: I

Paper Code: CECS101		Total Credit : 4 Total Marks : 70
Title of Paper: PC Software and Applications		**Time :** 3 Hrs

Unit	Description		Total Marks
I	Q.1 (A) Short /Medium Questions. (With Internal Option)	06	14
	Q.1 (B) Medium / Long Questions. (With Internal Option)	08	
II	Q.2 (A) Short /Medium Questions. (With Internal Option)	06	14
	Q.2 (B) Medium / Long Questions. (With Internal Option)	08	
III	Q.3 (A) Short / Medium Questions (With Internal Option)	06	14
	Q.3 (B) Medium / Long Questions. (With Internal Option)	08	
IV	Q.4 (A) Short / Medium Questions (With Internal Option)	06	14
	Q.4 (B) Medium / Long Questions. (With Internal Option)	08	
V	Q.5 (A) Short / Medium Questions (With Internal Option)	06	14
	Q.5 (B) Medium / Long Questions. (With Internal Option)	08	