

**FACULTY OF:** Computer Science **DEPARTMENT OF:** M.Sc(CA & IT)

SEMESTER: I CODE: 4CS01PCS1

**NAME:** Personal Computer Software

Sr. No	Subject Code	Subject Name	Teaching Hours/Week				Credits	Evaluation Scheme/Semester					Total Marks	
1	4CS01PCS1	Personal	TH	TU	PR	TOTAL			Theo	ory	Practical			
		Computer						Sessio	nal	University Sessional Univer		University		
		Software						Exam		Exam	Exam		Exam	
								Marks	Hrs	Marks	Marks	Hrs	Total	
													Marks	
			5	0	0	5	5	30	1.5	70	3	1.5	0	100

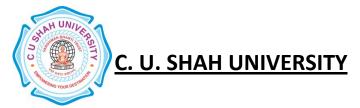
### **Objectives:**

- Environment Science and its components.
- Ecology, Ecosystem and Biogeochemical cycles
- Different types of environmental resources
- Major Global Problems surrounding us.
- Different techniques and sources of energy demand management.

## **Prerequisites:**

# **Primary Knowledge of Computer**

Sr.	Course Content	Hours
no.		
	Introduction to Software	8
1	Introduction, Types of Software ,Application Software, System Software,	
	Advantages of Application Software, Advantages of System Software,	
	Introduction to Operating System,	
	Types of Operating System, Function of Operating System.	
2	Microsoft Windows	8
	Introduction ,Disk Operating System, Windows, Difference between DOS	
	and Windows, Microsoft Paintbrush, Notepad, Screen Saver, Control	
	Panel, Menu bar, Screen resolution	
3	Microsoft Word	10
	Introduction, Title bar, Menu bar, Formatting Toolbar, font, types of fonts,	
	Header, Footer, Page Number, Text Box, Word Art, Bullets and	
	numbering, Mail Merge, Table, Table Format, Chart, Print	
4	Microsoft Excel	8
	Introduction, Worksheet, Spreadsheet, Mathematical Functions, Date	
	Functions, String Functions, Formula bar, Chart, If Condition, elseif	
	Condition.	



5	Microsoft Power point			
	Introduction, Presentation, Create Presentation or Slide, Design Slide,			
	Effects & Animation, Audio, Video, Slide Show, Custom Slide show			
6	Microsoft Front Page	5		
	Introduction, Basic Design of Web Page, Designing Web Page, Table,			
	Frame, Paragraph			
	Introduction of HTML			

# **Learning Outcomes:-**

- Awareness about Computer Software.
- Basic Idea about Application and System Software.
- Awareness about documentation preparation, Mathematical Operations, presentation through Microsoft Word, Microsoft Excel, Microsoft Point.
- Basic Idea of Webpage and HTML

## .Books Recommended:-

• Personal Computer Software By R.K.Taxali,TMH,Delhi