



# C. U. SHAH UNIVERSITY

**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
			TH	TU	PR	TOTAL		Theory			Practical			
		Personal Computer Software	Sessional Exam		University Exam		Sessional Exam		University Exam		Total Marks			
			Marks	Hrs	Marks	Hrs	Marks	Hrs	Marks	Hrs				
1	4CS01PCS1			5	0	0	5	5	30	1.5	70	3	1.5	0

**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. no.	Course Content	Hours
1	<b>Introduction to Software</b> 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.	8
2	<b>Microsoft Windows</b> Introduction ,Disk Operating System, Windows, Difference between DOS and Windows, Microsoft Paintbrush, Notepad, Screen Saver, Control Panel, Menu bar, Screen resolution	8
3	<b>Microsoft Word</b> 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	10
4	<b>Microsoft Excel</b> Introduction, Worksheet, Spreadsheet, Mathematical Functions, Date Functions, String Functions, Formula bar, Chart, If Condition, elseif Condition.	8



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

### **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*