



**C. U. SHAH UNIVERSITY**  
**Wadhwan City**

**FACULTY OF:** - Computer Science  
**DEPARTMENT OF:** - B.Sc(CA&IT)  
**SEMESTER:** - I  
**CODE:** - 4CS01PCS2  
**NAME:** – Personal Computer Software Practice

**Teaching & Evaluation Scheme:-**

Subject Code	Name of the Subject	Teaching Scheme (Hours)				Credits	Evaluation Scheme							
		Th	Tu	Pr	Total		Theory				Practical (Marks)			Total
							Sessional Exam		University Exam		Internal		University	
							Marks	Hrs	Marks	Hrs	Pr/Viva	TW	Pr	
4CS01ENV1	Personal Computer Software	0	0	12	6	6	0	0	0	0	30	20	---	50

**Objectives:**

- Practical Approach with Windows Environment , Operating System
- Practical Approach of MicroSoft Word, MicroSoft Excel, MicroSoft Powerpoint
- Different types of Animations

**Prerequisites:**

**Primary Knowledge of Computer**

Practical	Course Content
1	<b>Microsoft Paintbrush &amp; Notepad</b> Drawing Shapes, color fill up, font, ellipse, eraser, undo, Text . (I) Drawing –I (II) Drawing-II Notepad with different text, fonts, alignment, size
2	<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
3	<b>Microsoft Excel</b> Introduction, Worksheet, Spreadsheet, Mathematical Functions, Date Functions, String Functions, Formula bar, Chart, If Condition, elseif Condition.
4	<b>Microsoft Power point</b> Introduction, Presentation, Create Presentation or Slide, Design Slide, Effects & Animation, Audio, Video, Slide Show, Custom Slide show
5	<b>Microsoft Front Page</b> Design of Web Page, Designing Web Page, Table, Frame, Paragraph

**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