GUJARAT UNIVERSITY
SYLLABUS FOR F.Y BBA
SEMESTER I

CORE COURSE – 105 IT Tools and Applications

Introduction: Computers are a part of life-personal, social and professional. Use of computers has pervaded all forms of activities and all aspects of human society. It has become inevitable for students of management to learn computers and its application.

Objectives:
1. To introduce the students to the fundamentals of computers and familiarize them with the jargon commonly used by computer literates.
2. To introduce the students with some basic tools and applications which will enable them in e-communicating effectively and analyse data for decision making using data of different kinds.
3. To introduce the student to the internet and its applications and thereby empowering him to utilize e-sources for upgrading his knowledge base.

Total Hours : 40
Total Credit: 3
Practical Sessions per week: 3 of one hour each

Unit	Weightage
Unit I	25%
Unit II	25%
Unit III	25%
Unit IV	25%
Total	100%

Unit-1 Introduction to Computers, Operating System,
Windows & its Utilities   (10 hours)
- ❖ Computer system components, Input devices, Output devices, storage devices, computer storage elements, types of computer, Applications of computers, advantages of using computer
- ❖ Operating System
  - o Computer software categories
  - o Introduction to operating system
  - o Types of User Interfaces
  - o Functions of Operating Systems
  - o Types of Operating Systems
  - o Examples of Operating system
  - o Booting Process
- ❖ Windows
  - o Introduction to Windows, features of Windows, various versions
  - o Components Of Windows
    - Desktop, icon, My computer, My documents, Network Neighborhood, Recycle bin, start menu, taskbar, Windows Explorer

- o Control Panel
  - Date & time, display, mouse, user accounts, add & remove programs
- ❖ Files and Folders
  - Creating Folder
  - Folder Operations (copying , moving and deleting)
  - Creating files & file operations
  - Creating Shortcuts
- ❖ System Tools
  - Disk Defrag
- ❖ Internet and Outlook
  - o What is Internet
  - o Most popular internet services
  - o Functions of Internet like email, WWW, FTP, Usenet, IRC, instant messaging, Internet Telephony
  - o How Internet works
  - o Connecting to Internet
  - o Managing emails
  - o Using address book
  - o Working with task list
  - o Scheduling appointments
  - o Reminders
  - o Events
  - o Journals
  - o Notes

Unit-2 MS Word & Introduction to Excel (10 hours)

- ❖ Creating, navigating and editing Word documents
- ❖ Formatting text of a document
- ❖ Formatting , viewing and printing a document
- ❖ Inserting and removing page breaks
- ❖ Insert Header and footers
- ❖ Viewing a document
- ❖ Page set up of a document
- ❖ Printing a document
- ❖ Working with tables and graphics
- ❖ Working with objects
- ❖ Mail merge and labels
- ❖ Spelling and grammar tools
- ❖ Autocorrect
- ❖ Auto text
- ❖ Auto format
- ❖ Inserting endnotes and footnotes
- ❖ Working with columns
- ❖ Inserting comments
- ❖ Creating index and tables from the content of document
- ❖ Counting words
- ❖ Macros
- ❖ Saving document with passwords.

- ❖ Introduction To Excel
  - o Concept of workbook, worksheet, workspace

- Types of data
- Formatting workbook
- Conditional formatting
- Sorting Data

Unit 3 MS PowerPoint (10 hours)
- ❖ Creating , browsing &saving Presentation
- ❖ Editing & formatting slides
- ❖ Linking multiple slides using hyperlinks and advance buttons
- ❖ Using slide layouts
- ❖ Adding notes to the slides
- ❖ Editing and formatting slides
- ❖ Working with slide masters
- ❖ Inserting objects on the slide
- ❖ Animating objects
- ❖ Slide transitions
- ❖ Choosing preset animations
- ❖ Triggering animations
- ❖ Applying sound effects to animation effects
- ❖ Playing videos
- ❖ Rehearsing timings
- ❖ Slide show
- ❖ Slide show options(using pen pointer, highlighter)
- ❖ Pack &go
- ❖ Custom Show

Unit 4: Advanced Excel (10 hours)

- ❖ Data validation
- ❖ Data filter (Auto & Advance)
- ❖ Charts
- ❖ What if analysis
  - ▪ Goal seek
  - ▪ Scenario
- ❖ Protecting Worksheet
- ❖ Types of error
- ❖ Functions and formulas
  1. Mathematical
     Round, ceil floor, fact, subtotal, sum , sum if
  2. Logical
     AND, OR, NOT, if
  3. Statistical
     Min, max, avg, count if
  4. Text
     Concatenate, Exact, find, left, right, len, lower, upper, trim
  5. Lookup
     Hlookup, Vlookup
  6. Date and Time
     Date, day, days360, hours, minute, now, second, time, today, year, datediff
  7. Financial Functions
     FV, IPMT, NPER, NPV, PMT, PV, Rate
- ❖ Pivot table

❖ Data analysis (Standard deviation, Variance correlation, z-
   test, Chi-square)

Text Book:
 Working with Personal Computer Software (2nd Ed.) – R.P.Soni, Harshal Arolkar, Sonal Jain , Wiley –India Publications

Reference Books:
Office 2003 in simple steps- Dreamtech