

B.Com. I (Semester I) (NEP-2020)**SUBJECT CODE: 400106****(REVISED)****VERTICAL D- SKILL ENHANCEMENT COURSE: COMPUTER SKILLS-I**

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	University Exam Duration	Max. Marks
4.5	I	400106	Computer Skills-I	2	60	2	50

Course Outcomes:

Upon successfully completing this course, students will be able to:

1. Understand the basics interfaces of operating systems.
2. Create, save, and manage word documents.
3. Navigate the MS Word 2016 interface efficiently.
4. Edit and format the MS-word document proficiently.
5. Create a document using bullets, numbering, charts, graph, pictures, smart arts, word arts, tables etc.
6. Create personalized documents using the mail merge feature.
7. Integrate the knowledge gained with existing understanding for making document.

Unit	Contents	Teaching Hours
Unit-I	Operating System Basics: Introduction, Main Functions, Types of Operating System. Concepts of Popular Operating Systems: MS-DOS, MS-WINDOWS, UNIX, LINUX and MACINTOSH.	16
Unit-II	Word Processing [MS Word 2016]: Introduction to MS Word Interface, Creating, Saving and Printing Documents, Inserting and Editing Text (Cut, Copy, Paste, Find, Replace), Formatting Text (Fonts, Sizes, Colours, Subscript and Superscript), Paragraph Formatting (Indentation, Alignment and Line Spacing), Bullet Points and Numbered Lists, Border and Shading and Change Case.	14
Unit-III	Word Processing [MS-WORD2016]: Inserting Cover Page, Blank Page, Online Pictures, Shapes, Icons, SmartArt, Charts, Hyperlinks, Headers, Footers, Page Numbers, Text Boxes, Quick Parts, WordArt, Drop Caps, Signature Lines, Date & Time, Equations, Special Characters, Symbols. Page Setup: Page Margins, Page Orientation & Size, Page break and Columns.	16
Unit-IV	Word Processing [MS-WORD2016]: Creating and Modifying Tables, Table Styles and Layout Options, Mail Merge: Meaning and Advantages. Procedures of Mail merge; Create Main Document, Edit Recipient's list, Insert Merge fields, Preview Results and Finish & Merge documents.	14

List of Practical:

1. Creating new document from blank document or from existing template and inserting/editing text.
2. Copying and moving text using with the clipboard.
3. Formatting text, including font size & font color and effects of the content.
4. Using paragraph alignment including setting alignments and line spacing.
5. Using bulleted and numbered lists and converting text to list.
6. Changing a text to subscript & superscript.
7. Creating a content in multiple columns like newspaper format.
8. Inserting page number, header & footer in document.
9. Setting page margins and setting the page orientation.
10. Creating and modifying tables.
11. Creating and editing recipient's list for mail merge.
12. Inserting merge fields in main documents and preview/print results.

Division of Marks for Practical Examination

Particulars	Marks
Record Preparation	5
Practical Performance	5
Viva-Voce	5
Description	5
Total Practical Marks	20

Books Recommended:

1. Fundamentals of Computers. Rajarman PHI
2. Computer Fundamentals- B. Ram (WE)
3. Introduction to IBMPC & Applications-Taxali.
4. MS-OFFICE (PHI)
5. MS-OFFICE (BPB)
6. MS-OFFICE (TMH)
7. P. K. Sinha, V.K.Goyal: Computer Fundamentals
8. Yeats: Systems Analysis & Design; Macmillan India, New Delhi.
9. Dr. R. Ashtikar, Dr. S. Sadar and Prof. V. Chopade: Basics of Computer and Business Mathematics, Payal Prakashan, Nagpur.
10. Prof. S. M. Kolte: Principles of Computer, Pimpalpure & Co. publisher, Nagpur.
11. Dr. S. Kedar, Dr. D. Nichit & Dr. P. Deshmukh: Computer Fundamental and Operating System. Aadhar Publication, Amravati
12. Dr. C. M. Tembhurnekar, Dr. S. Jadhao: Computer Fundamentals & Operating System
13. S. Bhagade: Computer Fundamentals & Operating System, Pimpalpure & Co. Publication, Nagpur
14. Dr. S. R. Raghuvanshi & Dr. A. S. Khandekar: Computer Fundamentals, Himalaya Publication, Nagpur
15. Dr. R. R. Rathod and Dr. K. V. Dhawale: Computer Skill-I, Sai Jyoti Prakashan, Nagpur.

Online OER: <https://edu.gcfglobal.org/en/word2016/>

B.Com. I (Semester II) (NEP-2020)
(REVISED)

SUBJECT CODE: 400207

VERTICAL D- SKILL ENHANCEMENT COURSE: COMPUTER SKILLS-II

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	University Exam Duration	Max. Marks
4.5	II	400207	Computer Skills-II	2	60	2	50

Course Outcomes:

Upon successfully completing this course, students will be able to:

8. Understand the basics skill of Windows 10.
9. Demonstrate function and the uses of the start menu, desktop and taskbar.
10. Create and manage Windows user account.
11. Navigate the interfaces and uses of cloud base storage OneDrive.
12. Design and customize the PowerPoint presentation.
13. Design the presentations using bullets, numbering, charts, graph, pictures, smart arts, word arts, tables, audio, video, animations, transitions, etc.
14. Understand the skill of sharing, attaching to email and printing presentation.
15. Explain the main ideas and themes of the presentation through PowerPoint presentation.
16. Integrate the knowledge gained with existing understanding for making presentations.

Unit	Contents	Teaching Hours
Unit-I	<p>MS-WINDOWS 10:</p> <p>1.1 Introduction to Windows 10, navigate the desktop, this pc, desktop icons, recycle bin: restore the selected items, restore all items and making empty recycle bin.</p> <p>1.2 Exploring and personalize the desktop, organize desktop icons, changing the desktop views, background, color, themes, screen saver, wallpaper, create folder and shortcut.</p> <p>1.3 Exploring and customize the start menu, viewing all apps, pin and unpin items on start menu.</p>	16
Unit-II	<p>MS-WINDOWS 10:</p> <p>2.1 Manage files and folders with file explorer, navigate the file explorer, create, copy, move, rename and delete files and folders, search files and folders to quick access.</p> <p>2.2 Manage user accounts; add user accounts, change account type and user account name, change account picture, remove user account. Security features; managing passwords, create, reset and</p>	14

	<p>remove the PIN password.</p> <p>2.3 Store and share files with OneDrive; navigate the OneDrive icon, save files and folders in OneDrive, add and share file and folders.</p> <p>2.4 Calendar; opening and viewing calendar, adding, editing and deleting Events.</p>	
Unit-III	<p>PowerPoint Presentation:</p> <p>3.1 Introduction to PowerPoint 2016; navigating the PowerPoint interface.</p> <p>3.2 Creating a new presentation using a blank presentation and template, adding, editing and formatting text and slide layouts, saving, printing presentation, sharing a presentation online.</p> <p>3.3 Creating and modifying bullet & numbered lists, adding links, adding sound and video, adding images and illustrations to slides, formatting images, Inserting and formatting tables and charts.</p>	16
Unit-IV	<p>PowerPoint Presentation:</p> <p>4.1 Applying slide designs and themes, customizing slide backgrounds.</p> <p>4.2 Applying slide transitions, animating slide contents, setting timing for transitions.</p> <p>4.3 Slide show and it's set-up, Slide Views, Presentation views and Master View.</p>	14

List of Practical:

1. Arranging all opened windows in cascade, stacked and side by side.
2. Changing wallpaper or theme of computer screen.
3. Changing lock screen and the screen saver timeout via Windows settings.
4. Creating, renaming, moving and deleting files and folder on the desktop or in file explorer.
5. Creating, renaming, moving subfolder inside folder.
6. Creating user account in windows 10.
7. Changing user account profile picture in Windows 10.
8. Creating Microsoft OneDrive user account.
9. Saving and uploading files and folders in OneDrive.
10. Creating, saving and printing a presentation using a blank presentation and template.
11. Creating presentations using templates and customizing it using various slide layouts, formatting tools, illustrations, tables, themes, background colors etc.
12. Creating presentations using text boxes, pictures, audio, videos, shapes, diagrams, tables and charts etc.
13. Creating presentations using animations and transitions.

14. Creating presentations using themes, colors, align and indent text, bullets and numbering, borders and lines.
15. Sharing a presentation online.

Division of Marks for Practical Examination

Particulars	Marks
Record Preparation	5
Practical Performance	5
Viva-Voce	5
Description	5
Total Practical Marks	20

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3. Introduction to IBMPC & Applications-Taxali.
4. MS-OFFICE (PHI)
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7. Yeats: Systems Analysis & Design; Macmillan India, New Delhi.
8. Dr. S. R. Raghuwanshi & Dr. A. S. Khandekar: Computer Fundamentals, Himalaya Publication, Nagpur
9. Dr. R. Ashtikar, Dr. S. Sadar & Prof. V. Chopade:Basics of Computer and Business Mathematics, Payal Prakashan, Nagpur.
10. Dr. R. R. Rathod & Ku. S. M. Shegokar: Computer Fundamentals and Operating System-II, Sai Jyoti Prakashan, Nagpur.
11. Dr. R. R. Rathod, Dr. J. D. Porey &Dr. S. M. Shegokar: Computer Skill-II; Sai Jyoti Prakashan, Nagpur.

Online OER:

1. <https://support.microsoft.com/en-us/office/powerpoint-for-windows-training-40e8c930-cb0b-40d8-82c4-bd53d3398787>
2. <https://edu.gcfglobal.org/en/windows10/getting-started-with-windows-10/1/>
3. <https://youtu.be/eBPLELaYmO8?si=Q2FotO6esTx77fe4>