Shri R. K. Parikh Arts & Science College, Petlad.
Add-on Certificate Course for Arts

COURSE TITLE   : COMPUTER HARDWARE & OFFICE PACKAGE
Coordinator   : DR. Uday H. Vyas
Department   : Computer Science
Duration   : 30 Hour (Theory :15 hrs., Practical: 15 hrs.)

Course Content:
- Introduction of computer
- Difference between analog, digital and hybrid computer
- Block diagram of digital computer
- Devices: Input, Storage, Output
- Introduction of office package
- M.S Word
  - Introduction to M.S. Word and its Applications.
  - Create a new document, Open, save, save as and print a document.
  - Edit and format text.
  - Page Formatting: Change the page layout, background and borders, watermark, insert headers and footers, Insert clip art and pictures to documents
  - Creating a table and Formatting Table
  - Perform a mail merge.
- M.S Excel
  - Introduction to Excel and its applications
  - Difference between workbook and worksheet
  - Create a new worksheet, Open, save, save as and print a worksheet
  - Working with Excel, Entering and editing Data
  - Difference between Function and Formula.
  - Learning mathematical, text, statistical, Logical, Date & Time, String function
  - Data sort and Sub Total
  - Creating and Formatting Graph.

<u>Outcomes:</u>
Creating Awareness among Computer Hardware and its uses. Learning, creating document using MS Word. Learning calculation, data manipulation and creating various types of Graphs by using excel.

<u>Reference Books:</u>
- Computer course windows 7 and office 2010 by R,K. Taxali Publisher Tata McGrawHill.
- Sinha, P.K.(2004), "Computer Fundamentals", 4th Ed.,BPB Publications