

Business Management Department
Session 2024-2025 (Sem-II)

Computer for office Management			Load: P-6
Month	Week	Lectures	Topic
Jan	1	1	UNIT I Fundamentals of Computers - Given a PC, name its various components and peripherals.
		2	List their functions.
		3	Block diagram of a computer,
Feb	1	1	Block diagram of a computer,
		2	Components of computer system, CPU, Memory, Input devices; keyboard, Scanner, mouse etc; Output devices; VDU, LCD, Printers etc.
		3	Primary and Secondary Memory: RAM, ROM Discussion of System software, Application software, Virtualization software and Utility software
	2		, magnetic disks optical disk (CD, DVD & Blue Ray Disk.), USB/Flash Drive.
		1	UNIT II Windows as an Operating System Start, Shut down and restore Creating and operating the icons Opening, closing and sizing the windows and working with windows interfacing elements (option buttons, checkbox, scroll etc.)
			Using elementary job commands like – creating, saving, modifying, renaming, finding and deleting a file and folders Changing settings like, date, time, colour (back ground and fore ground etc.) Using short cuts Using on line Help
	3	1	1st sessional test
		2	1st sessional test
		3	. Discussion of System software, Application software, Virtualization software and Utility
	4	1	software
		2	Installation of I/O devices, printers, Keyboards
		3	UNIT III Word Processing (MS Office/Open Office) File Management: Opening, creating and saving a document, locating files, copying contents in some different file(s), protecting files, giving password protection for a file
March	1	1	Page set up: Setting margins, tab setting, ruler, indenting, Editing a document: Entering text, cut, copy, paste using tool- bars,
		2	Formatting a document: Using different fonts, changing font size and colour,
		3	changing the appearance through bold/italic/underlined, highlighting a text, changing case, using subscript and superscript,
	2	1	using different underline methods, Aligning of text in a document, justification of document, inserting bullets and numbering
		2	Formatting paragraph, inserting page breaks and column breaks, line spacing, Use of headers, footers: Inserting date, time.
		3	Tables and Borders: Creating a table, formatting cells, use of different border styles, shading in tables, merging of cells, partition of cells, inserting and deleting a row in a table
		1	2nd sessional test
		2	2nd sessional test

	3	3	Print preview, zoom, page set up, printing options, Using find, replace options.
	4	1	Using Tools like: Spell checker, help, mail merge, printing envelopes and labels,
		2	UNIT IV Spread Sheet Processing (MS Office/Open Office) 4.1 Starting excel, open worksheet, enter, edit, data, formulae to calculate values,
		3	format data, save worksheet, switching between different spread sheets
April	1	1	Menu commands: Create, format charts, organise, manage data, solving problem by analyzing data.
		2	Work books: Managing workbooks (create, open, close, save), working in work books,
		3	selecting the cells, choosing commands, data entry techniques, formula creation and links, controlling calculations. Editing a worksheet, copying, moving cells, pasting, inserting,
	2	1	deletion cells, rows, columns, find and replace text, numbers of cells, formatting worksheet, conditional formatting.
		2	UNIT V MS- PowerPoint 5.1 Introduction to PowerPoint i. How to start PowerPoint ii. Working environment: concept of toolbars, slide layout & templates.
		3	Opening a new/existing presentation iv. Different views for viewing slides in a presentation: normal, slide sorter. v. Addition, deletion and saving of slides
	3	1	Insertion of multimedia elements i. Adding text boxes ii. Adding/importing pictures iii. Adding movies and sound iv. Adding tables and charts etc.
		2	Working with Clip Art 5.3 Formatting slides i. Changing slide layout ii. Changing slide colour scheme iii. Changing background
		3	Viewing the slide show i. Viewing the presentation using slide navigator ii. Slide transition iii. Animation effects, timing, order etc.
	4	1	3rd sessional test
		2	3rd sessional test
		3	Revision
	5	1	Revision
May	1	1	Revision

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