



# B.COM. SEMESTER – 1

<b>6</b>	<b>SEC 1</b>	<b>BASIC IT TOOLS</b>
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Name of the Course: **BASIC IT TOOLS**  
 Course credit: **02**  
 Teaching Hours: **Theory: 15 (Hours) + Practical: 30(Hours)**  
 Total marks: **50**  
 Distribution of Marks: **25 Marks External Lab Examination**  
**25 Marks Internal assessments of theory**

### Objectives:

- Students should be able to use and navigate software applications such as Microsoft Excel and Microsoft Power Point.
- Students should be able to create and edit documents using a Excel processing application.

### Learning Outcomes:

- Students should be able to create and deliver effective presentations using presentation software such as Microsoft Power-point.
- Student should be able to create Excel sheet for Calculation purpose

PARTICULAR	NO. OF LECTURES
<b>UNIT NO. 1 : WORKING WITH EXCEL – 1</b>	
<b>Create and navigate through Excel Workbook and Worksheet</b> <ul style="list-style-type: none"> <li>▪ Create Workbook</li> <li>▪ Inserting Worksheet in Workbook</li> <li>▪ Setup Page Layout for Excel</li> <li>▪ Identifying Row, Column, Cell, Cell Address</li> <li>▪ Input data and use data with Cell Address</li> </ul> <b>Format a Worksheet</b> <ul style="list-style-type: none"> <li>▪ Apply formatting (font, font style, color, background, border and etc.)</li> <li>▪ Set header and footer for worksheet</li> <li>▪ Change background and name of worksheet title</li> </ul> <b>Basic Excel Functions:</b> <ul style="list-style-type: none"> <li>• Entering data, numbers, and text.</li> <li>• Using basic functions like SUM, AVERAGE, COUNT, MIN, MAX.</li> <li>• Cell referencing (absolute and relative)</li> </ul> <b>More Functions</b> <ul style="list-style-type: none"> <li>• Date and time functions</li> <li>• Text functions</li> <li>• Database functions</li> <li>• Power functions (countif, countifs, sumif, sumifs)</li> </ul> <b>Conditional Logic:</b> <ul style="list-style-type: none"> <li>▪ IF statements and nested IFs.</li> <li>▪ Using logical functions (AND, OR, NOT)</li> </ul>	<b>10</b>
<b>UNIT NO. 2 : WORKING WITH EXCEL – 2</b>	
<b>Use of Chart</b> <ul style="list-style-type: none"> <li>▪ Create Chart</li> <li>▪ Types of Chart (Column, Line, Pie, Bar)</li> <li>▪ Formatting Charts</li> </ul>	<b>10</b>





- Using 3D Graphs
- Using Bar and Line Chart together
- Using Secondary Axis in Graphs
- Sharing Charts with Power Point / MS Word, Dynamically

**Create PivotTable for data analysis**

- Formatting and customizing Pivot tables
- Using advanced options of Pivot tables
- Pivot Charts
- Consolidating data from multiple sheets and files using Pivot tables
- Using external data sources
- Using data consolidation feature to consolidate data
- Show Value As (% of Row, % of Column, Running Total, Compare with Specific Field)
- Viewing subtotal under Pivot

**Protecting Workbook**

**Protecting Sheet with all options**

**UNIT NO. 3 : WORKING WITH POWER POINT**

**Create and Navigate Through Power-point**

- Create a blank presentation
- Create a blank presentation using a template
- Adding, Deleting and rearranging slides

**Create Themes and Use of Transitions, Animation**

- Create a theme for presentation
- Use specific theme for presentation
- Using transitions, Setting up slide timing
- Use of animation and apply to slide / presentation

**Different Presentation Views**

- Setting up and using presenter view
- Use of Outline view
- Usage of Slide sorter and notes pages
- Use of slide narration
- Setup slide show of presentation (From Beginning and From Current slide)

**Formatting Presentation**

- Use of Header-Footer
- Use of WordArt
- Adding SmartArt to presentation
- Inserting Tables to presentation
- Inserting pictures, clip-arts, shapes to presentation

**10**

**Total Lectures/Hours& Lab**

**15+30**

**Suggested Readings and Reference Books:**

1. Office 2019 All-in-One for Dummies by Peter Weverka
2. Microsoft Word 2019 Step By Step – By Joan Lambert and Joyce Cox
3. PowerPoint 2019 for Dummies by Doug Lowe

**Credit:**

- 1 lecture = 1 hour = 1 credit and 1 practical = 2 hours = 1 credit
- Total 15 hours of theory teaching work per semester and additional 30 hours of practical per semester.
- Theory 1 Hours/week = 1 credits and additional practical 2 hours/week = 1 credits.
- Total credit is 2.

**Theory Examination**

- No Theory Examination





- 25 marks of internal Assessment
- Practical Examination - Total Marks 25 (No Internal Marks)
- University Examination: 2 Hours

**Passing Standard:**

- Student must obtain minimum 40% marks in Internal and practical both
- minimum 10 marks in internal
- Practical: Minimum 40% (Minimum 10 marks in University examination)

