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| The Maharaja Sayajirao University of Baroda<br>Polytechnic<br>Department of Computer Engineering<br>Diploma in Computer Engineering (HPP) |                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                    | ACADEMIC YEAR<br>2021-22 |           |     |
| Year                                                                                                                                      | I                                                                                                                                                                                                                                                                                                                                                                                                                                             | FUNDAMENTALS OF COMPUTER APPLICATION<br>(CSE3206L) | Lecture Hrs per week     | 2         |     |
| Semester                                                                                                                                  | II                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                    | Max marks                | 50        |     |
| Pre-requisite: Basic knowledge of computer operations, Basic typing and text-editing skills                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                    |                          |           |     |
| CO1                                                                                                                                       | Apply word-processing tools to create documents using text editing, page design, mail merge and referencing (IEEE format).                                                                                                                                                                                                                                                                                                                    |                                                    |                          |           |     |
| CO2                                                                                                                                       | Use spreadsheet features to create worksheets, apply formulas/functions and utilize advanced tools such as VLOOKUP and HLOOKUP.                                                                                                                                                                                                                                                                                                               |                                                    |                          |           |     |
| CO3                                                                                                                                       | Create and manage databases using MS Access including tables and design simple database systems and use Visio for flowcharts and diagrams.                                                                                                                                                                                                                                                                                                    |                                                    |                          |           |     |
| CO4                                                                                                                                       | Design effective presentations using PowerPoint templates, animations, multimedia and presentation tools.                                                                                                                                                                                                                                                                                                                                     |                                                    |                          |           |     |
| CO5                                                                                                                                       | Use LaTeX and email systems to prepare and manage email communication through webmail/Outlook.                                                                                                                                                                                                                                                                                                                                                |                                                    |                          |           |     |
| BT                                                                                                                                        | 1. Remember 2. Understand 3. Application 4. Analysis 5. Evaluation 6. Creation                                                                                                                                                                                                                                                                                                                                                                |                                                    |                          |           |     |
| COURSE CONTENT/SYLLABUS                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                    |                          |           |     |
| Unit                                                                                                                                      | Unit Name                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                    | Hrs                      | Weightage | CO  |
| 1                                                                                                                                         | WORD PACKAGE<br>Starting work in Word, Alternate methods of entering Word with main menu (Documentation).Entering and editing text, Finding and replacing text, Designing the printed page, Saving files, other file functions, changing the logged disc drive, Running word-star option, Running other programs, disc Maintenance, printing files, Converting Non-documents to documents mode, Use of One Note, Mail Merge, IEEE References. |                                                    | 6                        | 10        | CO1 |
| 2                                                                                                                                         | EXCEL PACKAGE<br>Bringing worksheet on a Screen, Creating & labelling the worksheet, Moving within the worksheet, Entering number & text within the worksheet, Entering the formulas and functions, Saving the worksheet and retrieving the worksheet, Inserting, Deleting, Widening, Formulating and Moving function, Imposing and graphing the worksheet, Concept of Pivot Table, V Lookup, H-Lookup.                                       |                                                    | 6                        | 10        | CO2 |
| 3                                                                                                                                         | ACCESS & VISIO SYSTEM.<br>Types of Access management, Access as data base tool, Files, Records & fields, Logical & Physical stage of data, Designing & Creating database, Editing & Modifying a database, Adding & Editing records in a database, Sample database design, Use of Visio software, drawing of flow chart, circuit diagrams.                                                                                                     |                                                    | 6                        | 10        | CO3 |
| 4                                                                                                                                         | POWER POINT PRESENTATION.<br>Concept of Presentation, Presentation Templates, Animation and Moving Object, changing slide layout, reordering and hiding slides, slide show and editing custom slide, Insert notes, Video and Audio, Action buttons Slide animation, Slide master Header and footer Slide numbers Date and time                                                                                                                |                                                    | 3                        | 5         | CO4 |
| 5                                                                                                                                         | LATEX.<br>Basic of Miktex, Generation of PDF, Introduction to Latex Templates, formatting of document, inserting image, table, mathematical formula, power point presentation in latex.                                                                                                                                                                                                                                                       |                                                    | 6                        | 10        | CO5 |
| 6                                                                                                                                         | INTRODUCTION TO BASIC INTERNET SYSTEM AND E-MAIL, OUTLOOK<br>E-mail: Anatomy of e-mail,e-mail address, finding e-mail address, adding signature, attaching files, opening attachments, managing e-mail account, Web mail, Outlook express                                                                                                                                                                                                     |                                                    | 3                        | 5         | CO5 |
|                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                    | 30                       | 50        |     |
| REFERENCE BOOKS:                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                    |                          |           |     |
| 1.                                                                                                                                        | Microsoft Office by John Walkenbach                                                                                                                                                                                                                                                                                                                                                                                                           |                                                    |                          |           |     |
| 2.                                                                                                                                        | Reference Manual of M.S. Office for Office Automation.                                                                                                                                                                                                                                                                                                                                                                                        |                                                    |                          |           |     |
| 3.                                                                                                                                        | Learning Latex by Griffiths                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                    |                          |           |     |
| 4.                                                                                                                                        | Professional Office Procedure by Susan H Cooperman, Printice Hall                                                                                                                                                                                                                                                                                                                                                                             |                                                    |                          |           |     |

