DEPARTMENT OF COMPUTER SCIENCE & APPLICATIONS
KURUKSHETRA UNIVERSITY, KURUKSHETRA

Session: 2023-24	
Part A - Introduction	
Subject	COMPUTER SCIENCE
Semester	I
Name of the Course	Office and spreadsheet Tools Learning
Course Code	B23-SEC-101
Course Type: (CC/MCC/MDC/CC-M/DSEC/VOC/DSE/PC/AEC/ VAC)	SEC
Level of the course (As per Annexure-I	
Pre-requisite for the course (if any)	
Course Learning Outcomes(CLO):	After completing this course, the learner will be able to: 1. understand the basic concepts of operating systems 2. do the basic editing and formatting in a document 3. create basic spread-sheets for different purposes 4. create basic presentations for different applications _____ 5*. to understand the working of operating system and various office tools practically.

Credits	Theory	Practical	Total
	2	1	3
Contact Hours	2	2	4

Max. Marks:75(50(T)+25(P)) **Internal Assessment Marks:20(15(T)+5(P))** **End Term Exam Marks: 55(35(T)+20(P))**	**Time: 3 Hrs.(T), 3Hrs.(P)**

Part B-Contents of the Course
Instructions for Paper- Setter

Examiner will set a total of nine questions. Out of which first question will be compulsory. Remaining eight questions will be set from four unit selecting two questions from each unit. Examination will be of three-hour duration. All questions will carry equal marks. First question will comprise of short answer type questions covering entire syllabus.

Candidate will have to attempt five questions in all, selecting one question from each unit. First question will be compulsory.

Practicum will be evaluated by an external and an internal examiner. Examination will be of three-hour duration.

Unit	Topics	Contact Hours
I	Operating System - Definition, Functions, Types of Operating System, Basics of Popular Operating Systems, The User Interface, Exploring Computer, Icons, taskbar, desktop, Using Menu and Menu-selection, managing files and folders, Control panel – display properties, add/remove software and hardware, Common utilities.	4
II	Word Processing - Introduction to Word Processing, Menus, Creating, Editing & Formatting Document, Spell Checking, Printing, Views, Tables, Word Art, Mail Merge, Macros, Inserting hyperlinks, Searching for text, Modifying page setup, Applying document themes, Applying document style sets, Inserting headers and footers.	7
III	Spread Sheet: Elements of Electronics Spread Sheet, Applications, Creating and Opening of Spread Sheet, Menus, Manipulation of cells: Enter texts numbers and dates, Cell Height and Widths, Copying of cells, Mathematical, Statistical and Financial function, Drawing different types of charts, Sort and Filter Data.	7
IV	Presentation Software: Creating, Modifying and enhancing a presentation, Type of presentation views, Using sound, Animation, Working with Objects, Printing.	7
V*	Practicum: Operating System: • Starting with basics of Operating Systems and its functionalities Word Processing: • Create and format word documents. • Use tables, word Art and other features in your documents. • Use macros to simplify the tasks in a document. • Use mail merge to write once for many. Spread Sheet: • Use spreadsheet for basic data handling • Apply formulas to sheet for automation. • Use Charts & Shapes for better visualization of the data. • Use sorting and filtering of the data Presentation Software: • Prepare and format presentations. • Apply slide transitions, animations and sequencing for slides. • Apply different formatting and insert options to make presentation better. • Appling sound and animation.	25
**Suggested Evaluation Methods**	

Internal Assessment:	End Term Examination:
➢ **Theory** • Class Participation: 4 • Seminar/presentation/assignment/quiz/class test etc.: 4 • Mid-Term Exam: 7	A three hour exam for both theory and

➢ **Practicum**
  • Class Participation: 2
  • Seminar/Demonstration/Viva-voce/Lab records etc.: 3
  • Mid-Term Exam: NA
	practicum.

Part C-Learning Resources

Recommended Books/e-resources/LMS:
- Help files from Apache Open Office, https://wiki.openoffice.org/wiki/Documentation
- Channelle Andy, "Beginning OpenOffice 3: From Novice to Professional", aPress Publications
- Beginning OpenOffice 3: From Novice to Professional, Andichannele, Apress.
- Microsoft Office 2016 Step by Step: MS Office 2016 Step by Step, By Joan Lambert, Curtis Frye
- Computer Fundamentals - By Pradeep K. Sinha, Priti Sinha, BPB Publications, 6th Edition
- Getting Started with LibreOffice 5.0, Friends of OpenDocuments Inc., Http://friendsofopendocument.com
- Documentation from LibreOffice, https://documentation.libreoffice.org/en/english-documentation/

*Applicable for courses having practical component.