



Teaching and Examination Scheme:

| Teaching Scheme | | | Credits | Examination Marks | | | | Total Marks |
|-----------------|---|---|---------|-------------------|---------|-----------------|----|-------------|
| L | T | P | | Theory Marks | | Practical Marks | | |
| | | | ESE (E) | PA (M) | ESE (V) | PA (I) | | |
| 2 | 0 | 4 | 4 | 70 | 30 | 30 | 20 | 150 |

Content:

| Sr. No. | Content | Teaching Hours | Module(%) Weightage |
|---------|---|----------------|---------------------|
| 1. | <p>MS Word Basics: Introduction to MS Office; Introduction to MSWord; Features & area of use; Working with MS Word. – Menus & Commands, Toolbars & Buttons, Shortcut Menus, Wizards & Templates; Creating a New Document; Different Page Views and layouts; Applying various Text Enhancements; Working with – Styles, Text Attributes; Paragraph and Page Formatting; Text Editing using various features – Bullets, Numbering, Auto formatting, Printing & various print options.</p> <p>Advanced Features of MS-Word: Using bookmarks; Spell Check and Thesaurus; Find & Replace; Headers & Footers ; Inserting – PageNumbers, Pictures, Files, Auto texts, Symbols ; Working with Columns, Tabs & Indents; Creation & Working with Tables ; Margins & Space management in Document; Mail Merge.</p> | 05 | 20 |
| 2. | <p>MS Excel: Introduction and area of use; Working with MS Excel; concepts of Workbook & Worksheets; Using different features with Data, Cell and Texts; Inserting, Removing & Resizing of Columns & Rows; Working with Data & Ranges; Different Views of Worksheets; Column Freezing, Labels, Hiding, Splitting etc.; Using different features with Data and Text; Use of Formulas, Calculations & Functions; Cell Formatting including Borders & Shading; Working with Different Chart Types; Printing of Workbook & Worksheets with various options.</p> | 05 | 20 |



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|----|---|----|----|
| 3. | Windows Feature: Managing Hardware & Software - Installation of Hardware & Software, Using Scanner Web Camera, Printers. System Tools - Backup, Disk Defragmenter, Drive Space, Scandisk, System Information, System Monitor, and Disk Cleanup, Using Windows Update. Browsing the Web with Internet Explorer, Multiple User Features of Windows, Creating and Deleting User, Changing User Password. Accessibility Features of Windows - Sharing Folders and Drives, Browsing the Entire Network, Shared Printers | 05 | 20 |
| 4 | Linux: History & Features of Linux, Linux Architecture, File System of Linux, Hardware Requirements of Linux, Various flavors of Linux, Linux Standard Directories, Functions of Profile and Login Files in Linux, Linux Kernel, Installation of Linux, Introduction of Ubuntu, Fedora, RedHat Linux | 05 | 20 |
| 5 | Working with Linux: KDE & Gnome Graphical Interfaces, Various Types of Shell Available in Linux, Multi-User Features of Linux, Login and Logout from Linux System, Linux commands - bc, cal, cat, cd, clear, cmp, cp, mv, date, find, ls, pwd, mkdir, more, rm, rmdir, chgrp, chmod, chown, tty, wc, who, whois, grep, telnet, vi editor, Permissions and Ownerships, | 05 | 20 |

Reference Books:

1. "Windows 10 All-in-One For Dummies
2. "Excel 2016 ALL-IN-ONE for Dummies by Greg Harvey
3. "Office 365 All-in-One For Dummies", Peter Weverka, Timothy L. Warner
4. "Word for Beginners" by M.L. Humphrey
5. "Linux For Beginners" by Jason Cannon
6. "Peter Norton's Complete Guide To Linux" by Peter Norton, Techmedia Publications
7. "Linux Pocket Guide: Essential Commands" by Daniel J. Barrett, O'reilly Publicatio

Course Outcomes:

After learning the course, the students should be able to:

1. Understand various building blocks of Operating System
2. Operational command on Windows operating system with troubleshooting using commands
3. Operational command on Linux operating system architecture with shell commands
4. Practical use of Microsoft word and its formatting
5. Practical use of Microsoft Excel and its formulas

