

MAHARASHTRA STATE BOARD OF VOCATIONAL EDUCATION EXAMINATION, MUMBAI -51

1	Name of Syllabus	C. C. In Computer Operation With M.S. Office (101101)																																										
2	Max.Nos of Student	25 Students																																										
3	Duration	6 Month																																										
4	Type	Part Time																																										
5	Nos Of Days / Week	6 Days																																										
6	Nos Of Hours /Days	4 Hrs																																										
7	Space Required	Practical Lab = 200 Sq feet Class Room = 200 Sq feet TOTAL = 400 Sq feet																																										
8	Entry Qualification	Std. 8th Passed																																										
9	Objective Of Syllabus/ introduction	The course is designed to introduce a students the present need of Information Technology. This course, will prepare the student to be able to carry out day to day requirement in a modern office automation process for a small organization.																																										
10	Employment Opportunity	Self-employment – passed candidate can work on his computer for job work. Wage Employment – passed candidate is able to work as an operator in small organization.																																										
11	Teacher’s Qualification	BE/B Sc(IT/CS), DIP(COMP.TECH/IT), ITI(COPA)																																										
12	Training System	Training System Per Week <table><tr><td>Theory</td><td>Practical</td><td>Total</td></tr><tr><td>06 hrs.</td><td>18 hrs.</td><td>24 hrs.</td></tr></table>							Theory	Practical	Total	06 hrs.	18 hrs.	24 hrs.																														
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CURRICULUM :-

Theory - I - Computer Operation With M.S. Office

[I] Fundamentals of computers & operating systems

- A) Introduction to computer : Definition of electronic digital computer & their characteristics like: speed, accuracy, storage, diligence, automation & versatility. Computers micro, mini, mainframe, super computers, pc, pc-xt, pc-at.
- B) Structure of computer :- Block diagram & functions of different units of computer.
- C) Computer languages :- Machine language, assemble language and high level languages, introduction to compilers and interpreters, (definition and comparison). Overview of representation of data.
- D) Input / Output devices :- Study of keyboard, VDU, printer, plotter, and mouse.
- E) Secondary storage devices :- Tapes, Disks, Hard disks, Floppy Sectors, Tracks, Cylinders, Memory Capacity, Cartridge, Backup Tapes
- F) Security & safety of data :- Security : Like passwords, write protections. Safety : Like monthly, weekly backup, concept of virus & preventive measures.
- G) Introduction to operating systems :- Dos, introduction to LAN, windows 9x and introduction to nt, study of commonly used dos internal and external commands like dir, type, cls, date, time, copy, del, erase, disk copy, format, disk comp, md, cd, rd, backup, restore, copy con, deltree, attrib, creating simple batch file, edit command.

[II] Introduction to Internet

- A) Concept of Internet www, ISP, Internet protocols, TCP/IP, http, ftp, telnet, browsers, web page.
- B) Web surfing, sending and receiving e-mail, sending word document as an attachment.

[III] FoxPro 2.6 operation

- A) Database management system (FoxPro 2.6 operation) :- Introduction to DBMS, difference between DBMS & RDBMS, logical concept of database, data types, creating database, adding records, viewing databases, saving databases, editing records, deleting records and files, modifying database structure sorting and indexing, label generation, report generation, queries, got, locate, seek, find, selecting records, satisfying particular conditions.

[IV] Microsoft windows 9x or NT higher

- A) The windows environment :- Structure or a sample window, exploring the desktop, the start button, my computer, using help, taskbar, working with multiple windows, printing documents, menus, dialog boxes, icons, views and switching views maximizing, minimizing, restoring, resizing, moving, closing, closing window, parent & child window creating icons / shortcuts.
- B) Accessories :- Notepad, WordPad, paint, character map, clipboard, viewer media player, phone dialer, calculator.
- C) Customizing windows :- Setting colour, patterns, wallpapers and screen savers, date and time, mouse, keyboard.

- D) Managing files and folders :- Selecting multiple files/folders, using windows explorer, copy and moving files/folders, using the recycle bin, by passing the recycle bin globally, creating / renaming files/folders, opening documents.
- E) Working with programs :- Starting and closing programs, using run command, adding start menu program, using startup folder, starting programs minimized, cut, copy & paste operation, running ms-dos application.

[V] Introduction to MS-Office

The office shortcut bar, managing files with office application, key combination, cut, copy, paste, object linking and embedding, drag & drop editing. Customizing toolbars & the menu-bar, undo / redo, spell-checking, working with dictionaries, auto-correct, templates & wizards.

- A) M.S. WORD : - Working with text, graphics and text boxes inserting & sizing pictures, normal view, online layout view, page layout view, print preview, outline view, split screen view, zooming the view, character formatting, paragraph formatting, language formatting, flowing text, borders & shading, creating / applying / modifying / removing styles, using style gallery, setting margins, paper size, paper orientation, creating & deleting section, using auto-format, setting headers, footers, footnote, end note using print dialog box, printing documents. Introduction to mail-merge and tables, printing documents, auto format, using heading numbering, find and replace, auto-text, auto-correct, automatic bullet and numbering, inserting/ updating caption, using auto-caption, using bookmarks.
- B) M.S. EXCEL. :- Spread sheet, work sheet and work book, structure or excel screen, adding/deleting/renaming/rearranging worksheet, creating a spread sheet, entering various types of data, viewing worksheet, zoom, split freezing panes for screen view, selecting a range, naming a cell or range, formatting data- number formatting, alignment, font formatting, border formatting, using patterns and colours, protection, auto formatting, creating/ applying/ modifying/ deleting/ merging styles in worksheet, adding comments, headers and footers, printing form excel, printing range of cells, using print preview, chart terms and basics, creating / modifying / moving / resizing / deleting / editing chart, using the chart toolbar. Basics of formulas and function, creating a formula, copying and moving formulae, using goal seek, scenarios.
- C) M.S. POWERPOINT :- Creating a presentation, using auto content wizard, using template, working with five views, creating and editing slides, entering / pasting / selecting / formatting text, promoting and demoting paragraphs, changing layout of slide, previewing slide show inserting graph / chart / picture / org chart in presentation, drawing, auto-shapes, working with borders, fills, shadows. Setting preset / custom animation, assigning transitions and timings, creating builds slides, setting up slide show.

PRACTICAL I : COMPUTER FUNDAMENTALS

SR.NO.	TOPIC NAME
01	INTRODUCTION TO OPERATING SYSTEM
	Disk Operating system
	Internal and External DOS commands like dir, type, cls, date, time, copy, del, erase, disk copy, format, disk comp, md, cd, rd, backup, restore, copy con, deltree, attrib, creating simple batch file, edit command
	<u>MICROSOFT WINDOWS 9x OR NT HIGHER</u>
	The windows environment :- Structure or a sample window, exploring the desktop, the start button, my computer, using help, taskbar, working with multiple windows, printing documents, menus, dialog boxes, icons, views and switching views maximizing, minimizing, restoring, resizing, moving, closing, closing window, parent & child window creating icons / shortcuts
	Accessories :- Notepad, WordPad, paint, character map, clipboard, viewer media player, phone dialer, calculator
02	Customizing windows :- Setting colour, patterns, wallpapers and screen savers, date and time, mouse, keyboard.
	Managing files and folders :- Selecting multiple files/folders, using windows explorer, copy and moving files/folders, using the recycle bin, by passing the recycle bin globally, creating / renaming files/folders, opening documents.
	Working with programs :- Starting and closing programs, using run command, adding start menu program, using startup folder, starting programs minimized, cut, copy & paste operation, running ms-dos application
	<u>INTRODUCTION TO INTERNET</u>
	Concept of Internet www, ISP, Internet protocols, TCP/IP, http, ftp, telnet, browsers, web page
	Web surfing, sending and receiving e-mail, sending word document as an attachment.

PRACTICAL II : M.S.OFFICE

SR.NO	TOPIC NAME
01	<u>INTRODUCTION TO MS.OFFICE</u> The office shortcut bar, managing files with office application, key combination, cut, copy, paste, object linking and embedding, drag & drop editing. Customizing toolbars & the menu-bar, undo / redo, spell-checking, working with dictionaries, auto-correct, templates & wizards.
02	<u>M.S. WORD :-</u> Working with text, graphics and text boxes inserting & sizing pictures, normal view, online layout view, page layout view, print preview, outline view, split screen view, zooming the view, character formatting, paragraph formatting, language formatting, flowing text, borders & shading, creating / applying / modifying / removing styles, using style gallery, setting margins, paper size, paper orientation, creating & deleting section, using auto-format, setting headers, footers, footnote, end note using print dialog box, printing documents. Introduction to mail-merge and tables, printing documents, auto format, using heading numbering, find and replace, auto-text, auto-correct, automatic bullet and numbering, inserting/ updating caption, using auto-caption, using bookmarks
03	<u>M.S. EXCEL. :-</u> Spread sheet, work sheet and work book, structure or excel screen, adding/deleting/renaming/rearranging worksheet, creating a spread sheet, entering various types of data, viewing worksheet, zoom, split freezing panes for screen view, selecting a range, naming a cell or range, formatting data- number formatting, alignment, font formatting, border formatting, using patterns and colours, protection, auto formatting, creating/ applying/ modifying/ deleting/ merging styles in worksheet, adding comments, headers and footers, printing form excel, printing range of cells, using print preview, chart terms and basics, creating / modifying / moving / resizing / deleting / editing chart, using the chart toolbar. Basics of formulas and function, creating a formula, copying and moving formulae, using goal seek, scenarios.
04	<u>M.S. POWERPOINT :-</u> Creating a presentation, using auto content wizard, using , working with five views, creating and editing slides, entering / pasting / selecting / formatting text, promoting and demoting paragraphs, changing layout of slide, previewing slide show inserting graph / chart / picture / org chart in presentation, drawing, auto-shapes, working with borders, fills, shadows. Setting preset / custom animation, assigning transitions and timings, creating builds slides, setting up slide show.

List of Tools / Equipments / Software

Sr. No.	Description of Tools/Equipment/Software	Nos. Required
૧	Pentium based processor having minimum configuration <ul style="list-style-type: none"> ● Min ૧૬૬ MHZ ● ૩૨ MB RAM ● ૧.૪૪ MB Floppy Drives ● ૪૮xCD-ROM Drive (Minimum One) ● SVGA Colour Monitors. 	Six
૨	Desk/Ink Jet Printer or Dot Matrix Printer (૮૦/૧૩૨ column)	One
૩	Windows ૯૮ or NT or higher version M.S. Office ૯૭ software with Word, Excel & Power-point.	As required
૪	૫૬ KBPS External Modem	One

Reference Books :-

i.	Computer & Common Sense	Hunt Shelly
ii.	A First Course in Computer	Sanjay Saxena
iii.	Advance Microsoft Office ૯૭ for windows for Dummies	Walls Wang
iv.	Microsoft Office ૯૭	Gini Couter, Annette Marquis
v.	Master Office ૯૭ Visually	Comdex Publication
vi.	Office ૯૭ Small Business Solution Rider	
vii.	Compact Guide to MS-Office Professional	Shelly OઁHara, Deborah Allen BPP Publication
viii.	Computer Fundamental	P.K.Sinha
