

COMPUTER SCIENCE

Semester	
Course	SKILL
Paper Code	
Paper Title	IT Tools and techniques
No. of Credits	3
Theory/Composite/ Practical	PRACTICAL
Minimum No. of preparatory hours per week a student has to devote	4
Number of Module	One
Syllabus	<p>Word Processing Entering text; Formatting text (Font, Paragraph & Page); Editing and saving a document; Finding and replacing text; Creating hypertext links; Drop cap; Working with Tables - inserting, filling and formatting a table; Tools - Mail Merge, Autocorrect.</p> <p>Spreadsheets Column; Row; Work Sheet; Cell Address; Name; Using Name in formula. Functions-Mathematical (COUNT, SUM, AVERAGE, COUNIF, MAX, MIN); Logical (IF, NESTED IF, OR, AND);</p> <p>Presentation Creation, saving, addition and deletion of slides. Placing objects (graphs, images & links) on slides. Use of templates. Setting custom animation and slide transition features. Setting up the Slide show.</p> <p>Introduction to Web Designing Tags and attributes: Text formatting, Fonts, Hypertext Links, Tables, Images, Lists, Forms, Frames.</p>
Learning Outcomes	<p>After completing this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Create and manage documents effectively using various text and table tools. 2. Use functions and graphs to analyse data. 3. Create and design aesthetically pleasing presentations containing animations and transitions. 4. Apply HTML tags for basic web page designing.
Reading/Reference List	<ul style="list-style-type: none"> - Microsoft Office 2021 All-in-One for Dummies by Peter Weverka, Wiley Publications. - HTML 5, CSS 3 and JavaScript Made Easy by Dr. T Vasudev, Dr. Chandrajit M, Prof. Arvind G, Prof. Vasanthi, Dreambook Publishing
Evaluation	Continuous Practical Assessment