

**ST. VINCENT PALLOTTI COLLEGE OF ENGINEERING & TECHNOLOGY, NAGPUR**

(An autonomous institution affiliated to Rashtrasant Tukadoji Maharaj Nagpur University)

**B.VOC. Scheme of Examination & Syllabus 2024-25****CYBER SECURITY****FIRST SEMESTER**

Course Code	Course Name	Th	Tu	Pr	Credits	Evaluation		
						CA	ESE	Total
BV102T	Applied Computer skills-I	3	-	-	3	30	70	100



Course Objectives	Course Outcomes
To enable the students to study MS Office and to enrich the practical knowledge in MS. Office	1. To identify different tools in word processing. 2. To demonstrate advance features in word processing. 3. To illustrate different functions of power point presentation. 4. To Apply and make use of graphs ,charts and animations in power point presentation..
<b>Unit I</b>	<b>[12 Hrs]</b>
Word processing Introduction, starting word, Creating documents, structure of MS-word window and its application, mouse & keyboard operations, designing a documents, formatting-selection, cut, copy, paste, Toolbars, operating on text: printing, saving, opening, closing of documents; creating a template	
<b>Unit II</b>	<b>[10 Hrs]</b>
Tables, borders, text-box operations; spelling and grammar check, mail merge, Envelope and Label, protection of document, change the view of documents.	
<b>Unit III</b>	<b>[10 Hrs]</b>
Power point presentation – Working with power point window, standard toolbar, formatting Toolbar, Drawing Toolbar, moving the Frame, Inserting Clip Art, Picture, Slide; Text Styling, Send to Back.	
<b>Unit IV</b>	<b>[13 Hrs]</b>
Entering Data to Graph, Organization Chart, Table, Design Template, Master Slide, Animation setting, Saving and Presentation Auto Content Wizard, Package for CD ( Pack & Go Feature).	

**Text Books**

S.N	Title	Authors	Edition	Publisher
1	Information technology concept	Dr. Madhulika Jain, Shashank & Satish Jain	2nd	BPB Publication, New Delhi
2	Fundamentals of Information Technology	Alexis And Mathews Leon	2nd	Leon Press, Chennai & Vikas Publishing House Pvt Ltd, New Delhi
3	Computer Fundamentals : Concepts, Systems & Applications	P.K Sinha	8th	BPB Publication, New Delhi

**Reference Books**

S.N	Title	Authors	Edition	Publisher
1				

		Oct-2022	1	Applicable for 2024-25
Chairman - BoS	Dean – Academics	Date of Release	Version	