

VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT
M.Sc. (I.T.) [Five Years Integrated Course]
B.Sc. (Information Technology)
1st Semester Syllabus

Effective From July-2003

Paper No : 104

Paper Title : PC Software & Hardware Troubleshooting

[L : 4, P : 0 Hrs]

1. Introduction

- 1.1 Concept of Window, Icon, Menu
- 1.2 Desktop
- 1.3 Creating Folder and Shortcuts
- 1.4 Finding Files and Folders
- 1.5 Creating Copying, Moving and Deleting files
- 1.6 Adding in and deleting from Start menu
- 1.7 Window Explorer
- 1.8 Elementary Commands

2. Word Processing Package

- 2.1 Typing, Editing, Proofing & Reviewing
- 2.2 Formatting Text & Paragraphs
- 2.3 Automatic Formatting And Styles
- 2.4 Working With Tables
- 2.5 Graphics And Frames
- 2.6 Mail Merge
- 2.7 Automating Your Work & printing Documents

3. Spreadsheet Package

- 3.1 Concept of worksheet
- 3.2 Working & Editing In Workbooks
- 3.3 Creating Formats & Links
- 3.4 Protecting and Hiding data
- 3.5 Built-in Functions
- 3.6 Formatting A Worksheet & creating graphic objects
- 3.7 Creating Charts (Graphs), formatting and analyzing data
- 3.8 Organizing Data In A List (Data Management)
- 3.9 Sharing & Importing Data
- 3.10 Printing
- 3.11 Macros

4. Presentation Package

- 4.1 Creating and Editing Slides
- 4.2 Creating and Editing objects in the Slide
- 4.3 Animation and Slide transition effects
- 4.4 Creating and Running Slide show
- 4.5 Templates
- 4.6 Interface with other packages

5. PC Hardware

- 5.1 PC Functions and Components
- 5.2 Tools & Equipment
- 5.3 System Configuration
- 5.4 BIOS/CMOS Settings

- 5.4 System Resources
- 5.5 Safety and Preventative Maintenance
- 5.6 Cleaning & Preventative Maintenance
- 5.7 IDE Devices
- 5.8 SCSI Devices
- 5.9 Peripheral Devices
- 5.10 Motherboard & Components
- 5.11 Motherboard Architecture & Troubleshooting
- 5.12 Printers
- 5.13 Printer Connection, Configuration & Troubleshooting
- 5.14 Networking & Troubleshooting
- 5.15 Network Cards & Cables
- 5.15 Network Standards

Main Readings:

1. Mastering Microsoft Office 2000 - Couser – BPB
2. How Computers work - Ron White - Techmedia
3. Upgrading & Repairing PC – QUE
4. Upgrading & Repairing Network – QUE

Supplementary Readings:

1. WORD 6 for Windows Quick & easy Reference - Mansfield – BPB
2. Mastering WORD 6 for Windows - Mansfield – BPB
3. Using MS Word 2000 - Calabria, Burke & Kirkland - PHI
4. Mastering EXCEL 2000 for Window - Martin - BPB
5. Using MS Office 2000 - Bott - PHI
6. Office 2000 made easy :The Basics & beyond - Neibauer-TMH
7. Working with Excel - CISteams - TMH
8. Office 2000 made easy - Neibauer - TMH
9. Peter Norton Complete guide to MS office 2000- Peter Norton -Tech M.
10. MS Office complete - SYBEX -BPB
11. Quick reference MS OFFICE 2000 - Fiala - BPB
12. Practical Microsoft Windows 2000 professional Bott - Prentice Hall
13. Inside the PC – Peter Norton – SAMS