PARVATHANENI BRAHMAYYA
SIDDHARTHA COLLEGE OF ARTS & SCIENCE
Autonomous
Siddhartha Nagar, Vijayawada–520010
Re-accredited at 'A+' by the NAAC

23CSSDP101: Computer Fundamentals and Office Tools

Semester I   **30 Hours**   **Credits : 2**

Course Type : Skill Development

Offered to : Programmes: B. Com Honours (General), B. Com Honours (Finance), B. Com Honours (TPP), B. Com Honours (BPM), B. Com Honours (Banking); BBA Honours (General), B. Sc. Honours (Botany), B. Sc. Honours (Zoology), B. Sc. Honours (Physics), B. Sc. Honours (Chemistry)

Course Objective: The aim of this course is to get students familiarise with office tools like office writer, office Calc and impress.

Course Outcome: by the end of the course, students will be able to:

CO1:   perform documentation operations like text and document formatting, mail merge using Libre Office Writer.

CO2:   implement mathematical, statistical and other functions using Libre Office Calc.

CO3:   able to visualize data using charts using Libre Office Calc.

CO4:   able to create presentations using Libre Office Impress.

<div align="center">

LAB LIST

</div>

Libre Office Writer

1. Create curriculum vitae of a graduate
2. Design a visiting card for an Organization
3. Create a letter as the main document and create 5 records for the 5 persons use mail merge to create letter for selected persons among 5.
4. Macro's concept implementation.
5. Customizing tool bars.

Libre Office Calc

6. Calculate student total, average marks and grade.
7. Calculate employee salary.
8. Demonstrate statistical functions.
9. Demonstrate mathematical functions.
10. Demonstrate text functions.
11. Demonstrate creating column chart, pie charts, bar charts.
12. Demonstrating cell formatting options.
13. Demonstrating dash boards.

Libre Office Impress

14. Creating presentation about your college.
15. Creating presentation about social network.

<div align="right">

HOME

</div>

Question Paper Pattern for Skill Development Course (SDC:Lab)

(A)SEE (LAB) Model Question Paper

23CSSDP101: Computer Fundamentals and Office Tools

Offered to : Programmes: B. Com Honours (General), B. Com Honours (Finance), B. Com Honours (TPP), B. Com Honours (BPM), B. Com Honours (Banking); BBA Honours (General), B. Sc. Honours (Botany), B. Sc. Honours (Zoology), B. Sc. Honours (Physics), B. Sc. Honours (Chemistry)

Max.Marks: 35   Max.Time: 2Hours

Pass. Min: 14

I. Answer any THREE of the following.   3 x 10 = 30 Marks

        Q1

        Q2

        Q3

        Q4

        Q5

II Viva   2 Marks

III Record   3 Marks

(B)CONTINUOUS ASSESMENT: **15 MARKS**

TOTAL : (A)+(B) =   **50 Marks**