

GANPAT UNIVERSITY									
FACULTY OF ENGINEERING AND TECHNOLOGY (DIPLOMA PROGRAMMES)									
Programme	Diploma Engineering				Branch/Spec.	Automobile /CivilEngineering			
Semester	II				Version	1.0.0.0			
Effective from Academic Year		2018-19			Effective for the batch Admitted in			June 2018	
Subject code	1ES104		Subject Name		Software Tools				
Teaching scheme					Examination scheme (Marks)				
(Per week)	Lecture(DT)		Practical(Lab.)		Total		CE	SEE	Total
	L	TU	P	TW					
Credit	0	0	1	0	1	Theory	00	00	00
Hours	0	0	2	0	2	Practical	30	20	50
Pre-requisites:									
None									
Learning Outcome:									
<ul style="list-style-type: none"> <li>• Students can able to learn basic terminology of computers.</li> <li>• Student can make practice on Microsoft Office.</li> <li>• Student can make basic drawing using CAD software.</li> </ul>									
Practical syllabus									
Unit	Content								Hrs
1	<b>Basic Knowledge of Computer</b> Generations of Computer, Block Diagram of a Computer, Input & Output Devices, Types of Memory primary memory, secondary memory, Types of Software								4
2	<b>Microsoft Word</b> Introduction, Starting word document, Managing document, Creating and formatting document, Working with tables, Adding paragraphs, Copying and moving text, Page layout Page number ,printing pages, Mail merge								4
3	<b>Microsoft Excel</b> Introduction, Starting Spreadsheet, Worksheet, Selecting cells and ranges, entering and editing data, Print, page break up, print preview, Use of Formulas, Use of Functions Creating different Charts, Formatting worksheet, formatting rows and columns Saving Worksheet								6
4	<b>Microsoft Office Power Point</b> Introduction, Creating presentations, Design templates, Embed audio and video Viewing slides ,Working with slides, Creating and applying animations, Saving and printing								4
5	<b>Introduction to AutoCAD</b> File menu of AutoCAD with New, Open, Save, Save as and Close, Methods of Specifying points :Absolute Coordinates, Relative Cartesian, Polar Coordinates, Basic 2D commands:Line, Circle , Ellipse , Multi Line, Construction Line ,Polyline , Point, Donut, Ellipse, Polygon, Rectangle, Arc, Erase, Snap, Zoom, Pan								12
Practical content									
<ol style="list-style-type: none"> <li>1. To study about computer hardware and software.</li> <li>2. Entering and editing text in document file.</li> <li>3. Apply formatting features on Text like Bold, Italics, Underline, font type, color and size.</li> <li>4. Create documents, insert images, drawing shapes.</li> </ol>									

5. Create and manipulate tables.
6. Create document using Mail merge.
7. Entering and editing data in worksheet.
8. Apply formula and functions in the sheet.
9. Create and manipulate EXCEL charts.
10. Print sheet using print area.
11. Basic operations of Power point, Create PPT and insert and delete slides.
12. Create Project presentations, Lecture presentations.
13. Perform Different commands like Line, Circle, Ellipse, Multi Line, Construction Line, Polyline, Point, Donut, Ellipse, Polygon, Rectangle, Arc, Erase, Snap, Zoom, and Pan in AUTO CAD.

#### Text Books

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| 1 | Computer Fundamentals, Architecture & Organisation by B.Ram (New Age International)          |
| 2 | AutoCAD 2018 Instructor by By James Leach, Shawna Lockhart, Eric Tilleson (SDC Publications) |
| 3 | Microsoft Office 2016: A Beginner's Guide to Microsoft Office                                |

#### Reference Books

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| 1 | Autocad 2018 by MunirHamad (Mercury Learning & Information) |
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