**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:

- Students can able to learn basic terminology of computers.
- Student can make practice on basics of computer.
- Student can make basic drawing using CAD software.

Practical syllabus

| Unit | Content | Hrs |
|---|---|---|
| 1 | **Basic Knowledge of Computer**<br>Generations of Computer, Block Diagram of a Computer, Input & Output Devices, Types of Memory primary memory, secondary memory, Types of Software | 4 |
| 2 | **Word Processing**<br>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 | **Spread Sheet**<br>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 | **Power Point Presentation**<br>Introduction, Creating presentations, Design templates, Embed audio and video Viewing slides ,Working with slides, Creating and applying animations, Saving and printing | 4 |
| 5 | **Introduction to AutoCAD**<br>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

1. To study about computer hardware and software.
2. Entering and editing text in document file.
3. Apply formatting features on Text like Bold, Italics, Underline, font type, color and size.
4. Create documents, insert images, drawing shapes.

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