

LIS14302CR INFORMATION TECHNOLOGY (PRACTICE)
(4 Credits)

Credit Pattern

Lecture	Tutorial	Practical	Total
0	0	4	4

Objective:

- To impart practical know how of different Operating Systems, word processors, Spreadsheets and developing bibliographic databases using select packages.

Unit I

1.1 MS DOS (latest available)

Practical 1.1.1: Introduction to DOS Command Prompt. Working with Directory Commands MD, CD, RD, and TREE.

Practical 1.1.2: Introduction to Internal DOS Commands

Practical 1.1.3: Introduction to External DOS Commands

Practical 1.1.4: Batch Commands and XCopy commands.

Practical 1.1.5: Wild cards in Dos and Dos help.

1.2 WINDOWS (latest available)

Practical 1.2.1: Introduction to Windows, Windows Desktop, Icons, Taskbar and Start Button.

Practical 1.2.2: Using Scroll Bars, Dialog Boxes and Toolbars, Files and Folders.

Practical 1.2.3: Using Control Panel for customizing Windows.

Practical 1.2.4: Introduction to Windows Accessories, Search and Run Features.

Practical 1.2.5: Add remove Programs/Hardware

Unit II

2.1 MS WORD (latest available)

Practical 2.1.1: Creating and editing a document.

Practical 2.1.2: viewing and Inserting various objects and utilities in document.
Practical 2.1.3: Formatting a document with different attributes
Practical 2.1.4: Tools for Security, Letters and Mailing.
Practical 2.1.5: Designing and insertion of different tables etc

2.2 MS EXCEL (latest available)

Practical 2.2.1: Introduction to Creation, Editing and Saving of Excel.
Workbooks and Workspaces. Inserting worksheets, rows and columns.
Working with Cells and Ranges.
Practical 2.2.2: Working with Excel Functions like Date and Time, Math and Trig,
Statistical, Text and Logic.
Practical 2.2.3: Working with Excel Charts.
Practical 2.2.4: Changing worksheet Layout, Other Formatting Options.
Practical 2.2.5: Goal Seek and Creation of Lists.

Unit III

3.1 MS ACCESS (latest available)

Practical 3.1.1: Creating a Blank Database in Access.
Practical 3.1.2: Working with Tables using design view, using wizard and by entering
data.
Practical 3.1.3: Creating Queries
Practical 3.1.4: Understanding relationships.
Practical 3.1.5: Creating Forms.

Unit IV

4.1 Special Purpose application software: CDS/ISIS.
Practical 4.1.1: CDS/ISIS – Systems Overview, Creation of FDT, Data Entry
Worksheet, Print/Display Format, Field Select Table.
Practical 4.1.2: Data Entry Services, Formatting Language.
Practical 4.1.3: Data retrieval Services. Data Import & Export.
Practical 4.1.4: Sorting & Printing Services, Master File Services.
Practical 4.1.5: Familiarization with WINISIS.

Suggested Readings:

Andersen, V.(2003).*How to do everything with Microsoft Office Access 2003*.New York: McGraw
Hill

Aswal, R.S. (2003). *CDS/ISIS for windows: A Handbook for Librarians* New Delhi: Ess Ess Pub.

Boxton, A., & Hopkinson A.(2001). *The CDS/ISIS for windows handbook*. UNESCO.

Cooper, J. (2002). *Using MS-DOS 6.22(3rd ed)*. Indianapolis, Ind: Que.

Fehily, C. (2005). *Windows XP*. Berkeley, CA: Peachpit.

Flynn, M.(2004). *Microsoft Access 2003 expert certification*.EMCparadigm Pub.

Grauer, R. T., & Barber, M. (2006).*Microsoft Office Excel 2003: Comprehensive (Rev ed)* . NJ: Pearson/Prentice Hall.

Gunter, S. K. (2007). *Teach yourself visually Office 2007*. Indianapolis, IN: Wiley Pub., Inc.

Hart-Davis, G., (2003). *How to do everything with Microsoft Office Excel 2003*.New York: McGraw Hill.

Harvey, G. (2010). *Excel 2010 all-in-one for dummies*. Hoboken, NJ: Wiley Pub.

Harvey, G. (2010). *Excel 2010 all-in-one for dummies*. Hoboken, NJ: Wiley Pub.

Kinkoph, S. (2004) .*Teach yourself visually Windows XP*.NJ: Wiley Pub.

Marmel, E. J. (2013). *Teach yourself visually Office 2013: The fast and easy way to learn*. Indianapolis, IN: John Wiley & Sons, Inc.

Mathews, M. S., & Mathews C. (2007) *Microsoft Office Word 2007Quicksteps*. New York: McGraw-Hill.

Mathews, M.S.,& Cronan, J. (2005).*Microsoft Office Word 2003*.New York: Mc Graw Hill.

Matthews, C. B., Matthews, M. S., & Cronan, J. (2010). *Microsoft Office 2010 quicksteps*. New York: McGraw-Hill.

McFedries, P. (2009). *Teach yourself visually Windows 7*. Indianapolis, IN: Wiley Pub.

McFedries, P. (2012). *Windows 8 simplified*.Indianapolis, IN : John Wiley & Sons, Inc., [2012] ©2012

McFedries, P.(2005).*Teach yourself visually Windows XP. (2nd ed)*.NJ: Wiley Pub.

Moran, R. ,&Johnson, K. (2003).*Windows XP*.NJ: Willey Pub.

Muir, N. (2007). *Teach yourself visually Excel 2007*. Hoboken, N.J: Wiley.

Nair, R. (1998). *Basics of CDS/ISIS for DOS*.Delhi: D.K.Pub.

Norton, P. (1996). *Peter Norton's Dos Guide*.Indianapolis, Ind: Brady.

Pogue D. (2006). *Windows XP for starters*.Sebastopol, CA: Pogue.

Pogue, D. (2013). *Windows 8*.Beijing ; Sebastopol, CA O'Reilly, [2013]

Preston, J. H., Preston, S, & Ferett, R. L (2003)..*Go! With Microsoft Office Word 2003*.NJ: Pearson/Prentice Hall.

Rathbone, A. (2009). *Windows 7 for dummies*. Hoboken, N.J: Wiley.

Rathbone, A. (2012). *Windows 8 for dummies*. Hoboken, N.J: John Wiley & Sons.

Rutkosky, N ., & Seguin D.(2004).*Microsoft Access 2003*. St.Paul, MN: EMC/Paradigm.

Rutkosky, N. H., &Seguin, D.(2004).*Microsoft Excel 2003*.St.Paul, MN: EMC/Paradigm.

Rutkosky, N., & Seguin D.(2004).*Microsoft PowerPoint 2003*. St.Paul, MN: EMC/Paradigm.

Shoup, K. (2010). *Teach yourself visually Office 2010*. Indianapolis, Ind: Wiley Pub., Inc.

Stephen, M. (2007). *Excel 2007*. London: Teach Yourself.

Tidow, R., Clark, David J., &Toot, M. S.(2005).*Master visually Windows XP.(Service pack 2nd ed)*NJ:Wiley Pub.

Ulrich, L. A. (2003).*How to do everything with Microsoft Office 2003*. New York: McGraw Hill

Wang, W. (2010). *Office 2010 for dummies*. Hoboken, N.J: Wiley.

Wyatt, A.(1993).*Using MS-DOS 6.2*.Carmel, IN: QUE.

Websites (Illustrative):

UNESCO. (2007).Available at

<http://www.unesco.org/isis/files/winisis/windows/doc/english/WINISIS15rev.pdf>

Office 2007 Tutorials available at Florida Gulf Coast University.

<http://www.fgcu.edu/support/office2007/default.asp>