

Syllabus
Skill Based Program
(Under CBCS Pattern)
Computer Awareness
Class: MSc / MA/ MCom I Sem

Fundamentals of Computers

Introduction to Computer: Characteristics, Block diagram of computers, Input Devices: Keyboard, Mouse, Trackball, Joystick, Light Pen, Touch Screen, Scanners, MICR, OMR, OCR, Bar-Code Reader, Voice Input Devices, Storage devices-Primary and secondary storage, Main memory: [RAM, ROM (types)], Output device: Hard copy- Printer, plotter, Soft copy-[monitors (types)], editors, files, folders.

MS Word

MS-Word: Introduction to word Processing features. File Tab- Creating, Saving, Printing, cut, copy, paste. Font and Align options, basic formatting. Insert options-pictures, word art, tables, header & footer, Page Number, Equations. Page Layout Tab- Page setup, Find and Replace.

MS-Excel

Workbook & Worksheet Fundamentals: Concept of Row, Column & Cell. Working with worksheet: Entering data into worksheet (General, Number, Currency, Date, Time, Text, Accounting, etc.), Renaming, Copying, Inserting, deleting. Working with Row & Column (Inserting, Deleting, Pasting, Resizing and Hiding), Cell formatting. Charts: Preparing & editing different types of Charts. Working with formulas: Formula bar; Syntax and uses of the following functions: SUM, TOTAL, COUNT, AVERAGE, MAX, MIN and ROUND.

MS-PowerPoint

Working with slides: New slide, save, slide show, copy, delete, duplicate, slide layouts, Presentation views. Format Menu: Font, Paragraph, Drawing & Editing. Saving presentation in different file formats. Inserting objects (Video, Audio), table & excel sheets, picture, and chart. Connecting slides through hyperlinks, Transitions, Animation, Presenting the Slide: Setup Slide Show, Rehearse Timing.

Basics of Internet

Internet: definition and history; **Resources:** E-Mail: Concepts, Basics of Sending & Receiving, E-mail, Free E-mail services. How E mail Works, Advantage of Using Email ,Email name and Address, Address Book ,File Attachments, Signature, Setting Priority, Replying and Forwarding Email, Spamming, Email Ethics.; Newsgroups, conferencing, telnet, WWW; **Browsing the Web:** Hypertext and hyperlinks, Using browsers, Uniform resource locator, Following links, home page, Favorites and Bookmarks, Cookies; **Searching the Net:** Search techniques, Boolean phrases, Examples of search tools, saving and downloading; **Protecting the computer:** Viruses, Virus protection software, Updating the software and Scanning files.