

द्वितीय प्रश्न पत्र

Computer Application

Max Marks: 100

Marks: 35

UNIT-1

FUNDAMENTAL OF COMPUTER AND INFORMATION TECHNOLOGY

Data and information

History of development of computers and generations of computer.

Computer system concept.

Types of computer- Analog, Digital, Hybrid, General, purpose, Special purpose, Micro, Mini, Mainframe, Super.

Types of PC's- Desktop, Laptop, Notebook, Palmtop, etc their characteristics.

Basic components and block diagram of computer system Control unit, ALU input/ Output and Memory, their functions and characteristics.

RAM & ROM- EPROM, PROM etc.

Input devices, Output devices, Storage devices.

Data representation in computer, Fundamental of Number system of computer. Computer, software and Hardware.

Operation system- Introduction and function of DOS and Windows

Compilers and Interpreter

UNIT-II

Word processing and Point

Introduction to Word Processing.

Introduction to MS Word: Features, Creating, Saving and Opening document in Word, Interface, Toolbar, Ruler, Menus, Keyboard, Shortcut and Devnagri fonts.

Editing a document: Moving, Scrolling in a document, Opening multi document window, Editing, Text-Selecting, Inserting, Deleting, moving text, Previewing documents, Printing documents- Print a document from the standard toolbar, Print a document from the menu, Shrinking a document to fit a page, Reduce the number of pages by one.

Formating document: Paragraph formats, Aligning text and paragraph, Borders and shading, header and footer, multiple coloums. Find the Replace, Checking the grammar and spelling. Formatting via find and Replace.

Introduction to Powerpoint

Creating presentation using slide master and templets in various colour scheme.

Working with different views and menus of power point.

Working with slides- Make a new slide, move, copy, delete, duplicate, layouting of slide, zoom in or out of a slide.

Editing and formatting text : Alignment, editing, inserting, deleting, selecting formatting of text, find and replace text, bullets, footer, paragraph formatting spell checking.

UNIT-III

Worksheet and Internet

Introduction to MS Excel

Worksheet basics

Creating worksheet, entering data in worksheet, heading, information, data, text, dates, alphanumeric values, saving and quitting worksheet.

Auto sum

Formatting of worksheet : Auto format. Changing- alignment, character styles, column width, data format, borders and colours, currency sing.

Previewing and Printing worksheet : Page setting Print titles, Adjusting Margins, Page break, headers and footers.

Graphs and Charts: using wizards various charts type, formatting grid lines and legends, previewing and printing charts.

Introduction to Internet

World Wide Web (W W W) Working, Web Browsers, Its functions, Conept of serach, Engines, Serching the Web.

E-mail: - Concepts, POP and WEB based E-mail, merits, address, basic of sending and Receiving, E-mail Protocol, Mailing list, Free E-mail services.

LAB : All the above Applications will also practically taught in computer lab.

Reference Books

- 1-** Introduction to computers, Peter Norton, Tara Megraw Hill.
- 2-** Computers Fundamental Architecture and Organisation. B.Ram New Age international.
- 3-** Digital Fundamental, Thomas L. Floyd, Universal Book Stall.
- 4-** Working in Microsoft office, Ron mansfields. Tara Megraw Hill.
- 5-** Introduction to MS OFFICE and Internet. BPB publications.