PAPER -105 COMPUTER APPLICATIONS

UNIT - I

Basic Computer Concepts: Modern taxonomy of computers; Hardware and software; Programming languages, Basic computer applications; Input and Output devices; Memory devices, Secondary storage ,Central Processing Unit. Introduction to Operating System.

UNIT - II

Word Basics : Introduction to word, creating documents, part of word window, formatting, features menus, commands, toolbars and icons, entering text, text box, font, size, line spacing, numbering, bullets, spellings, page setup, print preview, printing, saving and retrieving, finding and replacing. Column and rows, text box, borders and shading, insert pictures, formatting. Creating document based on templates, mail merge. Inserting headers and footers.

UNIT - III

Excel : What is spread sheet, navigating, creating and editing simple work sheet. Selecting cells, entering and editing text numbers, formulas and date, alignments, menus and command toolbars. Page setup , inserting headers and footers, renaming a worksheets, copying text between work sheets, deleting and editing cell contents, creating charts, saving and printing worksheets.

UNIT - IV

Power Point: Navigating power point, creating and saving presentation, creating, deleting, copying and numbering slides, saving and closing power point, slide animation, slide transition, running presentation, working in different views.

UNIT - V

Internet : Basic Internet Definitions. Browsers, Search Engines, Email, Internet Advertisement Introduction to Computer Network, Introduction to Information Technology Act, 2000, Digital Signature. Introduction to ERP System.

Suggested Readings:-

- Sinha & Sinha , Fundamentals of Computers
- Ms Office: R K Taxali