

Paper - 05 : Basic Computer Applications

0861

Units	Class	Practical	Tutorial	Seminar	Workshop	Demo	Field Visit	Total Hours	Remarks
Unit-1 Fundamentals of Computer and Operating System									
1. History of Computers, Computer Hardware - Input and Output Devices, CPU, Storage Devices	2	-	-	-	-	1	-	3	
2. Computer Software and their Applications	2	-	-	-	-	1	-	3	
3. Functions and types of Operating System, Introduction to Windows family	2	-	-	-	-	1	-	3	
4. Working with Windows - Desktop operations, Windows Explorer, Creation and Manipulation of Files and Folders, Windows Accessories and Control Panel	2	1	-	-	-	1	-	4	
Unit-2 Ms Word - Creation and Manipulation of Documents									
1. Word Processor Basics, Word processing in different languages	1	-	-	-	-	1	-	2	
2. Interface, Tools and Menus of MS Word.	2	3	1	-	-	3	-	9	
3. Page Setup, Text and Paragraph Formatting	1	2	1	-	-	1	-	5	
4. Working with Tables, Columns, Graphs and Pictures, and Mail Merge	1	2	-	-	-	2	-	5	

Unit-3 Ms Excel – Data Analysis										
1.	Spreadsheet basics, Excel Interface	2	1	-	-	-	-	1	-	4
2.	Entering and Manipulation of data	2	2	1	-	-	-	2	-	7
3.	Mathematical and Statistical Calculations, Excel Functions	2	2	1	-	-	-	1	-	6
4.	Creation and Manipulation of Charts and Graphs	2	2	-	-	-	-	2	-	6
Unit-4 Ms PowerPoint – Preparation of Presentations										
1.	Introduction to Presentation making, Interface of PowerPoint	2	2	-	-	-	-	1	-	5
2.	Making Presentations with Design Templates.	2	1	-	-	-	-	1	-	4
3.	Working with Multimedia Elements and using them in Presentations.	2	1	1	-	-	-	1	-	5
4.	Slide Transition and Custom Animation	1	2	-	-	-	-	1	-	4
Unit-5 Introduction to Internet										
1.	History and facilities of Internet	2	1	-	-	-	-	1	-	4
2.	Domain Names, Internet Protocols	2	1	-	-	-	-	1	-	4
3.	Websites, Portals and Search Engines	1	1	-	-	-	-	1	-	3
4.	Introduction to Networks, Client and Server concept, Browsers	2	2	-	-	-	-	-	-	4
Total Hours		35	26	5	-	-	-	24	-	90