

Practical	25 each	-	Only Internal Assessment
* Guidance and Counseling	G-830	0418280	
* Housing and Interior Decoration	G-831	0418281	
Total Marks	500	-	-

Two periods continuously for two days in a week i.e. 4 periods.

Note:

Details of distribution of marks of Project / Dissertation is given on Page No. two.

M.A. I Semester

2010-2011 & onwards

PAPER: I Computer Basics

Code: Teaching Periods: 90/Semester Max. Marks: 100

Objectives:

To enable the students to-

1. know the basics of computer.
2. able to use computers for education, information and research

Unit I Introduction to Computers (periods: 10)

- a) What is Computer
- b) Characteristics of Computer
- c) Generation of Computers
- d) Classification of Computers
- e) Hardware & Software

f) Input & output devices

g. Data Representation & Processing

Unit II Windows (periods: 10)

i) Features of Windows

- Date & Time

- Display

- Fonts

- Mouse

- Find

• Run

Unit III MS-WORD (periods: 10)

a) Starting Word

b) Creating Documents

c) Parts of Word Window

d) Formatting Features

e) Toolbars & their Icons

f. Tables

Unit IV MS-Excel (periods: 10)

a) Starting MS-Excel

- b) Toolbars & their icons
- c) Selecting Cells
- d) Entering & Editing text
- e) Entering Numbers
- f) Entering cell contents
- g) Formulas
- h) Creating the charts

Unit II MS-PowerPoint (periods: 10)

- a. Starting PowerPoint
- b. Creating Power Point Presentation
- c. Editing Text on Slide
- d. Formatting Text
- e. Formatting Paragraphs
- f. Checking Text
- g. Using Clip Art Gallery
- h. Develop a Slide Show

Unit V Internet (periods: 6)

- a) Computer Network (LAN, MAN, WAN)
- b) What is Internet?
- c) Use of Internet
- d) Software & Hardware requirements of Internet
- e) Search Engines & Search of a topic
- f) Advantages & Disadvantages
- g) Creation & use of E-mails

Practical: Max. Marks: 50

(periods: 24)

1 Window XP

- a) Starting & shutting Computer. Moving windows, Display Properties.
- b) Exploring Disk, Files & Folders.
- c) Use of CDs & Pen drives

MS-Word

- a) Creating new word document, Open existing document, Save, Print, Page Setup, Close, Exit.
- b) Edit, View, Insert, Format, Tools menus

3. MS- Power Point

- a) Starting presentation . Improving presentation, Create Presentation using Auto Content Wizard & Using power point Templates, Copying Text, Moving Text, Deleting Text, Aligning Text in a Slide,
- b. Changing fonts, Adding Symbols, Using Clip Art Gallery, Animate text and Graphic Object

4. Internet

- a) Opening web page
- b) E-mail
- c) Search Engines
- d) Downloading files from Internet

References:

1. अग्रवाल, गौरव ;2009 कम्प्यूटर का परिचय, शिवा प्रकाशन, इन्दौर