Course Code:	C	A	P	D	1	0	3	Course Title:	**BASIC COMPUTER SKILLS**

WEIGHTAGE		
CA	**ETE (Pr.)**	**ETE (Th.)**
20	**20**	**60**

COURSE CONTENTS:

Sr. No.	Topics
1.	**Computer Fundamentals.** Characteristics & Generation of Computers, Block diagram of Computer **Data Representation:** Binary Number System, Octal, Hexadecimal and their Conversion.
2.	**Memory:** Types, Units of memory, RAM, ROM, Secondary storage devices – HDD, Flash Drives, Optical Disks: DVD **I/O Devices** – Keyboard, Mouse, LCDs, Scanner, Plotter, Printer& Latest I/O devices in market
3.	**MS Windows**: Desktop, My Computer, Files and folders using windows explorer; Control Panel, Searching Files and folders.
4.	**MS Word:** Introduction, Environment, Help, Creating & Editing Word Document. Saving Document, Working with Text: Selecting, Formatting, Aligning & Indenting.
5.	**MS Word**: Finding Replacing Text, Bullets & Numbering, Header & Footer, Working with Tables, Properties Using spell checker, Grammar, AutoCorrect Feature, Synonyms and Thesaurus.
6.	**MS Word:** Graphics: Inserting Pictures, Clipart, Drawing Objects, Using Word Art. Setting page size and margins; Printing documents. Mail Merge Practical.
7.	**MS-Excel:** Environment, Creating, Opening, & Saving Workbook. Range of Cells. Formatting Cells, Functions: Mathematical, Logical, Date Time, Auto Sum
8.	**MS-Excel**: Formulas. Graphs: Charts. Types & Chart Tool Bar. Printing: Page Layout, Header and Footer Tab.
9.	**MS PowerPoint:** Environment, Creating and Editing presentation, Auto content wizard, using built-in templates **MS PowerPoint:** Types of Views: Normal, Outline, Slide, Slide Sorter, Slide Show, Creating customized templates; formatting presentations Graphics: AutoShapes, adding multimedia contents, printing slides
10.	**Internet:** Basic Internet terms: Web Page, Website, Home page, Browser, URL, Hypertext, ISP, Web Server Applications: WWW, e-mail, Instant Messaging, Internet Telephony, Videoconferencing, Web Browser & its environment

LABORATORY WORK:

1. Hardware familiarizing with various I/O Peripheral devices, storage devices.
2. Familiarity with DOS, Implementing various internal and external commands in DOS.
3. **MS Windows:** Familiarizing with windows operating system; using built-in accessories; managing files and folders using windows explorer; working with control panel; installing hardware and software.
4. MS-Office (or any other Office Suite), meaning and features , its components.
5. MS-Word (or any other word processor) : Creating Document Files, Saving, Closing Files, Page Settings and Formatting Text. Spell Checking, Thesaurus, Creating Tables, Adding rows, columns. Printing Documents, Setting Print Settings, creating labels and mail merge, taking Print outs
6. Ms-Excel-Working with worksheet, formulas & functions ,Inserting charts, Printing in Excel
7. MS Power Point-Views ,Designing, viewing, presenting & Printing of Slides.
8. Internet: Navigating with Internet Explorer; surfing the net, using search engines; using email facility.

TEXT BOOK:

ITL Education Solutions Limited, “Introduction to Information Technology", Pearson Education, New Delhi

ADDITIONAL READINGS:

1. SAMS Teach Yourself Microsoft Office 2003 by Greg Perry
2. Peter Norton, “Introduction to Computers”, Tata McGraw Hill Company, New Delhi.
3. Alexis Leon, Mathews Leon, “Fundamentals of Information Technology”, Leon Techworld.