

COMPUTER AWARENESS (LEVEL – I)

L1 – (I) BASIC COMPUTER EDUCATION

B.A & B.Sc Pass Course

Max. Marks: 100

Exam Duration: 3 Hrs

Pass Marks: 35

Workload: 3 periods/week

Note: Examiner will be required to set Nine Questions in all. First Question will be compulsory, consisting of objective type/short-answer type questions covering the entire syllabus. In addition to that eight more questions will be set, two questions from each Unit. A candidate will be required to answer five questions in all, selecting one question from each unit in addition to compulsory Question No. 1. All questions will carry equal marks.

UNIT-I

Computer: Definition, Characteristics, Applications, Components of Computer System, Input/Output Devices, Concept of Memory, Magnetic and Optical Storage Devices.

Operating System- Windows: Definition & Functions of Operating System, Basic Components of Windows, Exploring Computer, Icons, taskbar, desktop, managing files and folders, Control panel.

UNIT-II

Word Processing: Introduction to Word Processing, Menus, Creating, Editing & Formatting Document, Spell Checking, Printing, Views, Tables, Word Art, Mail Merge, Macros.

UNIT-III

Spread Sheet: Elements of Electronics Spread Sheet, Applications, Creating and Opening of Spread Sheet, Menus, Manipulation of cells: Enter texts numbers and dates, Cell Height and Widths, Copying of cells, Mathematical, Statistical and Financial function, Drawing different types of charts.

UNIT-IV

Computer Communication: Internet and its applications, Surfing the Internet using web browsers, Creating Email Id, Viewing an E-Mail, Sending an E-Mail to a single and multiple users, Sending a file as an attachment.

REFERENCES BOOKS

1. Sinha, P.K. & Sinha, Priti, Computer Fundamentals, BPB
2. Dromey, R.G., How to Solve it By Computer, PHI
3. Microsoft Office – Complete Reference – BPB Publication