

Computer Fundamentals and PC Software

Objectives:

The student is enabled

1. To prepare the students to manage the software and hardware components in a computer independently.
2. To offer knowledge and understanding about Ms-Word.
3. To develop the skill about Ms-PowerPoint.
4. To promote the knowledge to servicing the Ms-Excel Data
5. To motivate the students to take up higher studies in Computer Science and other streams.

Unit I Computer Fundamentals

Hardware & Software: Introduction – Structure of a Computer and Applications. Peripheral devices and Technologies: Memory - Types of memories - Input devices – Output devices – I/O interfaces: Types of Software – System software and Applications software.

Unit II MS-WORD

Document Creation in MS-WORD - Table Creation in Ms-Word – Working with Ms-Word- Creating tables – Working with table – Merging cells – Splitting a cell – Splitting a table -using auto correct– protecting a document.

Unit III MS-PowerPoint

MS-PowerPoint -Create Slide Presentation – Design Theme – Add Text – Editing Techniques – Slide Master –Design Chart- Format Slide.-Transition and Animation.

Unit IV MS-Excel

MS-Excel The typical worksheet or spread sheet – cell and their properties – formatting cell – text, numbers, currency, accounting, date, time, percentage, scientific – formats. Formula using arithmetic and relational operators in a worksheet -Advanced Formulas sum, count, Average, Max, Min, Product. Graphs and Charts Bar diagrams, pie charts, Area, - Building Line Diagrams, Histograms, Scatter plots -Frequency Graphs.

Unit V Google's Presentation App

Step-by-step on Google's presentation app - creating, editing, sharing, and presenting using Google Slides- renamed Google Slides- Tips and ideas for using Google Slides

References:

1. Computer Fundamentals: Concepts, Systems & Applications - Sinha, P. K. BPB
2. Computer Networks & Distributed Processing: Software, Techniques,& Architecture Martin, James PHI
3. Introduction To Computers, Norton, Peter 4th ed TMH
4. <https://freecomputerbooks.com/microsoftOfficeBooks.html>
5. <https://www.ncertbooks.guru/ncert-books-for-class-11-computer-science/>