

COMPUTER APPLICATION

Detailed Syllabus

Introduction :- Definition, types, characteristics and generations of computer. Input, Output, Storage units, CPU, Computer System, Binary number system, Binary to Decimal Conversion, Decimal to Binary

Computer Organization

Central Processing Unit- Processor Speed, Cache, Memory, RAM, ROM, Booting, Memory- Secondary Storage Devices: Floppy and Hard Disks, Optical Disks CD-ROM, DVD, Mass Storage Devices: USB thumb drive. Managing disk Partition, File system Input Devices- Keyboard, Mouse, Joystick, Scanner, Webcam, Output Devices- Monitors, Printers- Dot Matrix, Inkjet, Laser, Multimedia- What is Multimedia, Text, Graphics, Animation, Audio, Images, Video; Multimedia Application in Education, Entertainment, Marketing, Names of common Multimedia file formats, Computer Software- Relationship between Hardware and Software; System Software, Application Software, Compiler, Names of some High level languages, Free domain software.

Operating System

Microsoft Windows- An overview of different versions of Windows, Basic Windows elements, File managements through Windows, Using essential accessories: System tools- Disk cleanup, Disk defragmenter, Entertainment, Games, Calculator, Imaging- Fax, Notepad, Paint, WordPad, Command Prompt- Directory navigation, Path Setting, Creating and Using, batch files. Drives, files, directories, directory structure, Application Management: Installing, Uninstalling, Running applications. Linux- An overview of Linux, Basic Linux elements: System Features, Software Features, File Structure, File handling in Linux: H/W, S/W requirements, Preliminary steps before installation, specifics on Hard drive repartitioning and booting a Linux system.

Word Processing

Word processing concepts: saving, closing, Opening an existing document, selecting text, Editing text, Finding and Replacing text, Printing documents, Creating and Printing Merged Documents, Character and Paragraph Formatting, Page Design and Layout.

Editing and Profiling Tools: Checking and correcting spellings, Handling Graphics, Creating Tables and Charts, Documents Templates and Wizards.

Spreadsheet Package

Spreadsheet Concepts, Creating, Saving and Editing a Workbook, Inserting, Deleting Work Sheets, entering data in a cell/formula copying and moving from selected cells, handling operators in Formula, Functions: Mathematical, Logical, Statistical, Text, Financial, Date and Time functions.

Using Function Wizard

Formatting a Workshop: Formatting Cells- Changing data, Alignment, Changing date, Number, Character or Currency format, Changing font, Adding borders and colors, Printing worksheets, Charts and Graphs- Creating, Previewing, Modifying Charts.

Integrating word processor, Spread sheet, Web pages.

Presentation Package

Creating, Opening and Saving Presentations, Creating the Look of Your Presentation, Working in Different Views, Working with Slides, Adding and Formatting Text, Formatting Paragraphs, Checking Spelling and Correcting Typing Mistakes, Making Notes Pages and Handouts, Drawing and Working with Objects, Adding Clip Art and Other pictures, Designing Slide Shows, Running and Controlling a Slide Show, Printing Presentations.

Data Base Operations

Data Manipulation- Concept: Database, Relational Database, Integrity. Operations: Creating, Dropping, Manipulating table structure. Manipulation of Data: Query, Data Entry Form, Reports.

Recommended books

P.K. Sinha and P. Singh, "Foundations of Computing", BPB Publication, 2008. Sagman S. "MS Office for Windows XP", Pearson Education, 2007. ITL Educational Society, "Introduction to IT", Pearson Education, 2009. Miller M, "Absolute Beginners Guide to Computer Basics", Pearson Education, 2009.