Computer Applications

L : T : P
2 : 0 : 2
Max.Marks:60
Practical: 40

Note: The examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 6 small questions of two marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All questions shall carry 12 marks each.

Unit-1

Computer Basics: Introduction, Characteristics of a Computer, Classification of Computers, Applications of Computer, Basic Components of PC, Hardware and Software: Introduction, Computer Memory, Secondary Memory, Computer Peripherals, Output Devices, Internet basics, Surfing the Internet, Sending Email

Unit-2

Word processing: Introduction and working with MS-Word in MS-Office; Word basic commands; Formatting-text and documents; Sorting and tables; Working with graphics; Introduction to mail merge.

Unit-3

Spread Sheets: Working with EXCEL-formatting, functions and formulae, chart features; Working with graphics in Excel; Using worksheets as database.

Unit-4

 Presentation with Power-Point: Power-point basics, creating presentations the easy way, working with graphics in Power-Point; show time, sound effects and animation effects.

PRACTICAL 40 Marks
References
1. Date, C.J: An Introduction to Database Systems, Addison Wesley, Massachusetts.
2. Virginia Andersen : Microsoft Office Access 2007: The Complete Reference, Tata Mcgraw Hill Education.
3. Mansfield, Ron: The Compact Guide to Microsoft office; BPB publication, Delhi.
4. Norton, peter: Working with IBM-PC,BPB Publications Delhi.
5. O‟Brian, J.A: Management Information Systems, Tata McGraw Hill, New Delhi
6. Renu Gupta, Computer applications in business, Mahavir Publications, Delhi