**Basics of Computers BVOCOP-201**

UNIT I

Knowing computer: What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software; Concept of Computing, Data and Information; Applications of IECT; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.

UNIT II

Operating Computer using GUI Based Operating System: What is an Operating System;

Basics of Popular Operating Systems; The User Interface, Using Mouse; Using right Button of the

Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using Menu and

Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and

Renaming of files and folders, Opening and closing of different Windows; Using help; Creating

Short cuts, Basics of O.S Setup; Common utilities.

UNIT III

Understanding Word Processing: Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document.

UNIT IV

Using Spread Sheet: Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.

Introduction to Internet, WWW and Web Browsers: Basic of Computer networks; LAN,

UNIT V

WAN; Concept of Internet; Applications of Internet; connecting to internet; What is ISP;

Knowing the Internet; Basics of internet connectivity related troubleshooting, World Wide Web;

Web Browsing softwares, Search Engines; Understanding URL; Domain name; IP Address; Using

e-governance website

Communications and collaboration: Basics of electronic mail; Getting an email account;

Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration; Instant Messaging; Netiquettes.