Computer Fundamental and MS Office

Unit 1:

Introduction to Computer: History of computer, Generation and Classification, Basic Anatomy of computer: Block Diagram, Central Processing Unit (CPU) : Function of each unit, Memory: Primary, Cache, Flash, software and its needs, Types of Software system Software and Application Software, Types of Programming Language: Machine Language their advantage and disadvantages, Language Processor/ Translators: Assembler, Interpreter and compiler, Fundamental of Information Technology: Data and Information, concept of IT. Application of IT, what is ICT ? Components of ICT, Impact of ICT in society.

Advance Trends In IT: Cloud Technology, Virtual LAN Technology, M-commerce, Nano technology, Virtual Reality, 3-D printing, Internet of Things (IOT), Artificial Intelligence (AI), Machine Learning (ML), cloud computing, Quantum computing, G-suite, GOI digital initiatives in higher education: SWAYAM, swayam Prabha, National Academic Depository, National Digital Library of India. E-Sodh-Sindhu, Virtual labs, e-Yantra and NPTEL.

Unit 2:

MS-Word: Introduction to word processing software and its features, creating new documents. Home Tab: setting fonts, Paragraph settings, various styles (normal, No spacing, heading1, heading2, Title, strong), find & Replace, format painter, copy paste and paste clipart, shapes, header & footer, word Art, Equation and symbols. Page Layout Tab: Page setup, page background, Paragraph (indent and spacing) mailing Tab: Create Envelops and Labels, mail merge Review Tab: Spelling and grammer check, New comment, Protect document, view tab: Document views, zoom, windows (new window, split, switch window).

Unit 3:

MS-Excel: Introducing Excel, Use of Excel sheet, creating newssheet, saving, opening and printing workbook. Home Tab: Font, Alignment, Number, Styles and cells and editing conditional formatting. Insert Tab: Table, charts (column chart pie chart, Bar chart, Line chart) and texts (header and footer, word art signature line). Page Layout Tab: Page setup options, Scale to fit (width, height, scale). Formulas Tab: Auto sum(sum, average, min, max), Logical (IF, Tan, ceiling, floor, fact, mod, log), sort and filter options, Data validation, Group

and ungroup. Review Tab: protect sheet, protect workbook, and share workbook. View Tab: Page layout, Freezing Panes, split and hide.

Unit 4: [Working With PowerPoint and MS-Access]

PowerPoint: Introducing PowerPoint, Use of PowerPoint Presentation, Creating new slides saving, Opening and printing. Home Tab: New slide, Layout, Reset, Delete, Setting text direction, Align text, convert to smart art , Drawing options. Insert Tab: Table, Picture, clipart photo album, smart art, shapes and chart, movie and sound Hyperlink and action, Text box, word art, object. Design Tab: Page setup options, slide orientation, Applying various themes, selecting background style and formatting it. Animation Tab: Custom animation for entrance, Exit and emphasis, Applying slide transition, setting transition speed and sound, Animation on rehearse timing. Slideshow & view tab: start slide, show options, and setup options. View tab: presentation views, colors and windows options.

MS-Access: Introduction to DMBS, features of DBMS, creating blank databases, saving it in accdb format, Defining data type in MS Access, Creating tables, creating reports, query wizard.