

# **COMPUTER FUNDAMENTALS AND APPLICATIONS (C.F.A) SYLLABUS**

## **Unit 1: Computer Fundamentals**

1. Introduction to computers
2. History, evolution, classification and generation of computers.
3. Organization of a computer system
4. Hardware: Input devices, memory or storage devices, processing unit, output device, scanner, printers
5. Communication technology and evolution of communication mediums
6. Software: System software's, application software's, shareware, freeware, open source.
7. Concept of computer viruses: definition, types and preventive measures.

## **Unit 2: Operating System**

1. Introduction to operating system: Definition, functions, types, examples, comparison of various operating systems.
2. Windows operating systems: GUI(Graphical User Interface), Desktop, start menu, task Bar, status Bar, Scroll Bar, Title Bar, Tool Bar, Menu Bar.  
File organization: Creating, Saving, Deleting, Renaming, Cutting, Pasting, Copying, Moving, Searching files and folders.  
Applications: My Computer, Recycle Bin, Windows Explorer, Control Panel.

## **Unit 3: Application Software**

### **1. MS Word:**

- Introduction
- Starting MS word
- Creating, saving and opening a document.
- Editing commands-Cut, copy, paste, paste special
- Text formatting, bullets and numbering, borders and shading etc.
- Tabs, style, views
- Insert table, picture, OLE objects, etc.
- Checking spelling and grammar, Thesaurus
- Page Layout and Printing
- Mail merge

### **2. MS Excel:**

- Create, save and open a worksheet.
- Entering data- text, numbers and formulae in a worksheet, hyperlink.
- Navigating within a worksheet and also between different worksheets of a workbook
- inserting and deleting cells, rows and columns in a worksheet
- Select, copy, paste and delete cell data within a worksheet

-Using various formulae and inbuilt functions like Trigonometric, Statistical, Logical, Data Sorting

-Update worksheets using special tools like spell check and auto correct

-Setup the page and margins of worksheet for printing.

-Enhance worksheets using charts and graphs

### **3. MS Power Point:**

-Introduction and starting a program

-Starting a presentation

-Adding new slide

-Saving and opening presentation

-text formatting options

-copy, move and delete files and text

-applying designs

-using animations

-slide transitions, hyperlink

-insert clipart

-viewing the presentation

## **Unit 4. The Internet**

### **1. Networks, Advantages of networking, Types of networks.**

- History and functions of the Internet

- Working with Internet

- Web browsers, World Wide Web, Uniform Resource Locator and Domain names, issues related to web security

- uses of internet

- Search of information, Email, Chatting, instant messenger services, news group, Teleconferencing, video conferencing, E-commerce and M-commerce

### **2. Email**

- Manage an email account

- Email address, Configure E-mail account, log to an email, Receive E-mail, Sending mails, Sending files as attachments and address book

-Downloading Files&