Objective - To give the basic knowledge of Computer hardware, Internet and application software to the students.

UNIT - 1   Advance Word Processing Tools setting the layout of Table and documents, Mail merge techniques. Letter envelopes etc., Using spell check and Thesaurus, Foot note and Endnotes, Using Charts, shapes and pictures in word.

UNIT - 2   **Basics of Spreadsheet**

Functions of Spread sheet, Applications, Elements of Electronic Spread sheet, creating document saving and printing the worksheet, manipulation of cells, Functions and charts, using formulas, Functions and charts

UNIT - 3   **Advance Spread sheet Tools**

Manipulations with charts and its types, Sorting, Filtering of data, Pivot table, data validation techniques. Grouping and sub totaling of data. Text to column option. Printing of customized worksheet.

UNIT - 4   Presentation Software, Using PowerPoint, Opening a PowerPoint presentation, Saving a presentation, Entering and editing text, inserting and deleting slides in a presentation, preparation of slides, adding clip arts, charts etc. Providing Aesthetics, Enhancing text presentation, working with color lines styles and movie and sound, adding header and footer, presentation.

Recommended Books:

- Sinha P.K., Computer Fundamentals, BPB Publishing.
- Bill Bruck., The Essentials Office 2000 Book, BPB Publishing.
- Leon A.& Leon M.,Introductions to Computers,VikasPublication