

**OBJECTIVES:** 1. To make them learn about the computer structure & its basic fundamentals.  
2. Providing them a good knowledge of preparing a document, presenting a presentation, working with Excel.

**UNIT-I: BASICS OF COMPUTERS** : Definition of a computer – Characteristics and Applications of Computers – Block diagram of a digital computer – classification of computers based on size and working central processing unit – I/O devices.

**UNIT-II:** Primary, Auxiliary and Cache memory – memory devices software, Hardware, Firmware and people ware – definition and types of operating system – functions of an operating system – MS-DOS – MS Windows – Desktop, computer, documents, pictures, Music, Videos, recycle bin, taskbar – Control Pane.

**UNIT-III: MS – WORD:** Features of MS – Word. MS – Word window components – Creating, Editing, Formatting and Printing of Documents – Headers and Footers – Insert/ Draw tables, Table Auto-format – page borders and Shading – Inserting symbols, Shapes, Word Art, Page Numbers, Equations – spelling and Grammar – Thesaurus – Mail Merge.

**UNIT-IV: MS - POWER POINT:** Features of power point – creating a blank presentation – creating a presentation using a template – Inserting and deleting slides in a presentation – adding clip art / pictures – Inserting other objects, audio, video – Resizing and scaling of an object – slide transition – custom animation.

**UNIT-V: MS EXCEL:** Overview of Excel features - Creating a new work sheet, Selecting cells, Entering and editing text, Numbers, formulae, referencing cells – Inserting rows/columns – changing column widths and row heights, auto format, changing font sizes, colors, shading.

**REFERENCE BOOKS:**

1. Fundamentals of computers by Reema Thareja, Publishers oxford university press India.
2. Fundamentals of computers by V.Raja Raman, Publishers PHI.
3. Microsoft Office 2010 Bible by John Walkenbach, Herb Tyson, Michael R Groh and Faithewempen, Publihsers: Wiley.

