

PAPER – 8

Computer Application in Rural Management

Credit-4

Total Marks: 100

P.P.W: 4

► **Objectives:**

1. To give introduction of computer to the students.
2. To make students getting knowledge of their Subjects by using computer.
3. To make them preparing proposals and process of Regional plans and activities training programmes from planning to implementation through computer.
4. To make them prepare self-study papers, projects, project works etc. by using computer.
5. To make them prepare Accounts and Journals of various programmes through computer.
6. To introduce them mass communication and mass media, internet, E- mail, E-commerce, web sites, chatting etc.

► **Syllabus:**

Module- 1:

Introduction of Computer, History and Windows (90 Marks)

- 1.1 Introduction of Computer, its use, characteristics, Computer generation, history, kinds of Computer, Hardware and Software, introduction of different parts of computers (input, process, out put), Virus etc.
- 1.2 Types of software, difference between System software and application software, Firmware and information DATA. Operating system, Definitions, Types, Function, difference between Dos and Windows and operating Systems.
- 1.3 Introduction of Windows Last version: Explanation Desktop and its property, Screen saver, Taskbar, Icon, Explorer and My Computer. Getting knowledge of Start Button and its different parts. Usage of dialogue box, radio button, check box, mouse. Use of minimize, maximize, close, basic information of file and folder. Explanation Toolbar. Methods of Files' name, Files' property, Explanation Recycle Bin, Copying Files or Folder From floppy or CD, installation, copying penal and its different parts, File management, explanation Windows, Accessories, explanation Word Pad, Paint, Calculator etc., explanation Scan Disc, Disc and Format.

Module- 2:

Word Processing Software.

- 2.1 Introduction, definition fields of usage, word processing, example of software
- 2.2 Editing and formatting of documents, opening Words, making new Files (document), How to save it, Closing document, opening old files, editing of Words and sentences (cut, copy, paste, select, delete, undo, redo operation, paragraph and font size, types, style

- changing) searching of text, replacing bullet numbering, formatting paragraph.
- 2.3 Print management, doing Page Setup, Setup of Header and Footer, Print Preview, explanation various operation of Print.
 - 2.4 Spelling checking, Mail Merge, Spell Check, Removing grammatical Error, Auto Correct and Text, Label and Envelop printing up, Inserting Picture, Word Art, Text Box, Graphics, Using Toolbar, Comment, Book Mark, Making of Macro.
 - 2.5 Tables: Making of Table, Row, Column, Cell, Data, and Record etc. Inserting and Deleting Row and Column, Cell table sorting table Function.

Module- 3:

Spread Sheet Application.

- 3.1 Introduction: Introduction of Spread sheet names of some popular Spread Sheet Softwares, its advantages, Opening Excel, Introduction of Workbook, Worksheet, Column and Cell.
- 3.2 Function Formula, Condition, Editing.
- 3.3 Formula Bar, Opening and saving workbook, Making of new Workbook, Entering Data in Cell, Data Editing.
- 3.4 Changes in Data, Removing Data, and Sifting from one worksheet to other worksheet. Inserting new Worksheet, Deleting Worksheet, Changing name, Deleting or Hiding Row or Column, Merging, Separating Merged Cells, Formatting of Auto Format Worksheet, Alignment, Type, Font, Border etc.
- 3.5 Page Setup, Print Preview, explanation Function, explanation Formula, and explanation of Operator, Improvement, explanation Range, Introduction of Range and its Rules. Informing Range for Function.
- 3.6 Function and Graph: Mathematic Function, Statistic function, accounts function, Text function, Logical function, use of Boolean function, making Graph, Editing Graph, Types of Graph and Macro.
- 3.7 Data Base, use of Excel as Data Base, Sorting, Filter, Format, Pivot Table Sub Total etc., Use of Data Base function.

Module- 4:

Power Point.

- 4.1 Introduction: Explanation of Power Point, Presentation Principles, use of Power Point in presentation, explanation Slide, Introduction of Multi Media, its usage, explanation parts of Power Point.
- 4.2 Slide Show and Formatting of Slide Show, Starting Power Point, Opening old Presentation, making new Presentation, Change in Old Presentation, Various Layout of Slides, Use of Multi Media in Slides, Picture, Clip Art, use of sound file in Presentation, Various Systems of Slide Show, Hand Outs, Out Line.

Module- 5:

Internet and Account.

- 5.1 Internet: Introduction of Internet, its history, its use in modern age, primary introduction of networking, Information of various service of Internet, Various Internet Connection viz Dialup, ISDN, Lease Line, VSet, Basic explanation.
- 5.2 Introduction of WWW, Browser, server, URL, Http etc.
- 5.3 Explanation Web Sites and Web Page, Information about various popular web sites, System of getting information from Internet, copying information.
- 5.4 Accounts: Information about Accounts, different types of software available in market.

► References:

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- Taksali R. - P. C. Computer.