

101 - ELECTIVE GENERIC (EG)

Computer Skills - 1

Unit No.	Content	Marks	Credit
1	Basic Anatomy of Computer <ul style="list-style-type: none">o What is Computer?o Characteristics of a Computer.o Classification of Computer.<ul style="list-style-type: none">a. Analog, Digital, Hybrid, Micro, Mini, Main, Superb. PC-Desktop, Laptop and palmtopo Applications of a Computer.o Block diagram of computer.o Parts of a standalone computer: CPU, RAM, ROM, Keyboard, Monitor, Mouse, HDD, CD-ROM, Pen Driveo Printers.o What is Hardware and Software?	25%	0.50
2	Operating system : Windows-XP <ul style="list-style-type: none">o What is an operating system?o Meaning and its functions only.o Popular operating systems for PCS.o Introduction to Windows - XP.o Desk Top and its parts.o Taskbar, Wallpaper & Icons.o Options of Start Menu.o Some program & tools available as a part of windowso Calculator, Media player, Paint, Disk defragmenter	25%	0.50
3	<ul style="list-style-type: none">o Windows Explorer & its parts<ul style="list-style-type: none">o Creating a folder, Deleting a file & foldero Rename, Coping and Moving a file and foldero Recycle Bino Control panel - Mouse setting, Date / time. Currency, Keyboard setting	25%	0.50
4	Basic Power point <ul style="list-style-type: none">o What is power point?o Cre.=tmp,, formatting and anirc?tinp, presentationo Power point views and running a slide showo Printing a presentation	25%	0.50

Recommended Reading:

- Fundamentals of Computer & Its Application Part - 1 to 4, Dr.A.M.Patel, Pankaj Pandya, Kiran Desai & othefs
- IT Tools & Applications, Taxaii R.K.,TMH.