Computer Application - II

Unit No.	Contents	Marks	Credit
1	**Important terms related to Computer.** Algorithm, Artificial Intelligence, ASCII, ATM, Automated office, Backup, BIOS, Bit, Byte, Boot, Bug, Client/server, Encryption, Flow chart, GIGO, POST, Password, Program, Modem, Web, Virus, Configuration of a PC – computer.	25%	0.50
2	**Introduction To Word** ○ What is Word processing? ○ Advantages of Word processing. ○ Starting Word-2003 and its parts. ○ Basic operations on a document. ○ Typing, Saving, Printing, Print preview, Opening, Closing a document and Saving a document with new name.	25%	0.50

3	○ Editing a document.
	   ○ Cursor Movement, Selected text, Deleting text, Replacing text, Undoing and Redoing changes, Moving to a specific page
	   ○ Move and Copy text
	○ Formatting text and paragraph.
	Alignment, Font dialog box, Bullets and Numbering, Controlling paragraph, Indents, line spacing, Border and shade, Inserting date / time
		25%	0.50

4	○ Finding and Replacing a text ○ Table ○ Spell Check ○ Auto Text & Auto Correct	25%	0.50

Recommended Reading:

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