

Paper No: 105 (Information Technology and Data Analysis)

1. Main Objectives:

- The first and foremost objective of the course is to familiarize student with the innovation in IT and it can be used in research work of social science.

Unit:1 Introduction to Computers:

- Definition, Characteristics and classification of Computers.
- History of Computers.
- Applications of computer at Various Level in general and in Economics Particular.
- Block Diagram of Computer.
- Parts of a Standalone computer (With Reference to a PC only) i. CPU, FDD, HDD, keyboard, mouse, VDU, Memories.
- Networking concepts: LAN, WAN, MAN.
- What is hardware & software?
- Type of software.

Unit:2 Introduction to Windows XP:

- What is an operating system?
- Popular operating system for PCS.
- Introduction to windows XP.
- Desk top and its parts.
- Options of start menu.
- Introduction to windows explorer.

i.Parts, creating a Folder, Deleting a file, deleting a folder.
Copying and moving file and folder.

Unit:3 Introduction to Word -2007:

- What is word processing?
- Advantages of word processing.
- Starting word 2007 and its parts.
- Basic operations on a document
 - Typing, saving, printing, print preview, opening, closing a document and saving a document with new name.
- Editing a document.
- Move and copy text
- Formatting text and paragraph.
- Finding and replacing a text.
- Checking spelling and grammar.
- Auto correct and auto text.
- Opening and closing toolbars.

Unit:4 Advance features of Word -2007:

- Using Tabs
- Enhancing a document.
 - i.Page set – up, page break, header and footer, zoom, changing case, print options, and print preview.
- Tables using multiple columns, format painter, auto format.
- Graphics and word art.
- Mail merge.

Structure of Question Paper (Theory): (35 Marks Time : Three Hours)

Question No.	Marks	Note	Unit
1	10	Short notes any Two out of Four	One from Each 1,2,3,4.
2	15	Write Procedure Any Fifteen out of Eighteen	Five From Each 1,2,3,4.
3	05	Short Question Any Five out of Eight	Two from each Unit.
4	05	Multiple Choice Questions Compulsory five MCQ	Minimum one from each Unit.

Scheme of Practical examination:

Time : 3 Hours

Total Marks : 35

- Practical based on Windows Xp 12 Marks
(One out of two)
- Practical based on MS- Word 12 Marks
(One out of two)
- Viva 06 Marks
- Journal 05 Marks

References:

- Personal computer, windows 98 and Microsoft office 2000 Antani Hemang and Shah Keyur, THM.
- PC software for windows 98 mad simple, Taxali R K, THM.