

# 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.

## 2. The Scheme of question paper:

- The paper will consist **four units**.
- Each Unit Should be given equal weightage in examination
- Total Marks are:**100**

**70:** External Examination

**30:** Internal Evaluation

10 Marks: Internal Examination.

10 Marks: Seminar, Presentation, Assignment.

10 Marks: Practical, Book Review Field Work, Quiz, and Research Report.

## 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.

### **References:**

- Personal computer, windows 98 and Microsoft office2000 Antani Hemang and Shah Keyure, TMH.
- PC software for windows 98 mad simple, Taxali R K, TMH.