

Core theory course (Interdisciplinary)

CPH-403: COMPUTER

UNIT-I

Windows and Power Point:

Basic features and simple commands of operating system-windows and its uses. Accessories: Notepad, Calculator, Disk cleanup, Disk defragmentation, Windows explorer, Control panel. Starting PowerPoint, Creating presentations, Creating presentation using templates, Creating blank presentations, Formatting Slide, Animation(Transition), Slide show, Quitting power point.

UNIT-II

Micro-Soft Word:

Starting word, Word processor basics, word wrapping, adding or deleting tools, Selecting blocks of text, Copying text, Moving text, search and replace, editing a document, character formatting and style, Margin settings and columns, Justification of text, Line spacing, Setting tabs, Automatic tasks, Creating letters in readymade formats, Change case, Borders and Shading, Bullets and Numbering, Spelling and Grammar checking, Clip Art, Creating Drawing (with Toolbar), Auto correct, Auto Text, Printing a document, Short Keys, Help. Menus in Microsoft word: Menus, Menu bar, Toolbar, Table etc.

UNIT-III

Micro-Soft Excel :

Introduction to spreadsheets, Use of spreadsheets, spreadsheets basics, Labels, Values and Functions, Formula, Functions, What-if analysis, Automatic recalculation, formatting spreadsheet, graphs.

Introduction to Excel : Functions of Microsoft Excel, starting ms-excel, Excel work environment, changing the size of work book and excel window, Cell and Cell address, Standard toolbar, Formatting toolbar, the formula bar, status bar, Components of an excel workbook, quitting ms-excel

Working in Excel : Moving inside a workbook, Moving the cell pointer quickly, Selecting a command, types of data, Entering data at cell address, Making changes to an entry, saving your workbook, closing the workbook, quitting ms-excel

Mathematical Calculations: Formulas using numbers, Formulas using cell address, Opening ms-excel and entering data, Defining functions, writing a function, Common excel functions

Manipulating data: Moving data, Copying data, Relative cell addressing, absolute cell addressing, Copying values, not formula or function, deleting rows and columns, Deleting contents of a row, Inserting rows, inserting columns, Automatic filling of entries, quitting ms-excel

Changing the layout: Aligning data, Increasing or decreasing the column width, Increasing or decreasing the height of rows, Erasing the contents of a sheet, Deleting data from the cell address, Setting column width to zero, Values formatting, Points to remember, Closing workbook and quitting excel

Simple Graphs: Drawing a graph, Naming the sheet, saving the workbook, printing and closing a graphic sheet, opening the saved graphic sheet, quitting ms-excel

Manipulating Sheets: Adding sheet to a workbook, Adding many sheet to a workbook, renaming a sheet and entering data in it, Moving sheet, Copying data between sheets, Protecting the workbook, Deleting a sheet from a workbook, Saving the workbook automatically, Closing the workbook, recovering the deleted workbook, quitting ms-excel.

UNIT-IV

Computer Network,Internet and Virus:

Local Area Network(LAN), Metrepolan Area Network(MAN) Wide Area Network(WAN), Routing, Network topology.

Use of Internet, Web Brouser, Search Engine, Surfing, Mail(Draft,Send, Receive, Delete), TCP/IP, Uniform resource locator (URL), Internet service provider, Internet security, surfing.

Introduction to computer viruses, What is virus?, Classification of viruses, Latest known viruses, virus prevention, Anti virus.

References:

- (1) IT Tools and Applications by R.K. Taxali.
- (2) Comdex Computer Course Kit by **Vikas Gupta**, Publisher: Dreamtechl.
- (3) Microsoft Office 2000 Complete by **Sybex**, BPB Publication
- (4) Peter Norton Complete Guide to Microsoft Office 2000 by Wayne S. Freeze, BPB Publication.
- (5) Fundamental of Information technology by: Deepak Bharihoke