

## **Introduction to Computer Applications:-**

Introduction to Computers, Anatomy of Computers, Input and Output Devices. Units of Memory, Hardware, Software and Classification of Computers. Personal Computers, Types of Processors, booting of computer, warm and cold booting. Computer Viruses, Worms and Vaccines. Operating System- DOS and WINDOWS. Disk Operating System (DOS): Some fundamental DOS Commands, FORMAT, DIR, COPY, PATH, LABEL, VOL, MD, CD and DELTREE, Rules for naming files in DOS and Types of files. WINDOWS: GUI, Desktop and its elements, WINDOWS Explorer, working with files and folders; setting time and date, starting and shutting down of WINDOWS. Anatomy of a WINDOW, Title Bar Minimum, Maximum and Close Buttons, Scroll Bars, Menus and Tool Bars. Applications – MSWORD: Word, processing and units of document, features of word-processing packages. Creating, Editing, Formatting and Saving a document in MSWORD; MSEXCEL: Electronic Spreadsheets, concept, packages. Creating, Editing and Saving a spreadsheet with MSEXCEL. Use of in-built Statistical and other functions and writing expressions. Use of Data Analysis Tools, Correlation and Regression, t-test for two-samples and ANOVA with One-way Classification. Creating Graphs Ms Power Point: Features of Power point Package. MSACCESS: Concept of Database, Units of database, creating database; Principles of Programming: Flow Charts and Algorithms, illustration through examples. Internet: World Wide Web (WWW), Concepts, Web Browsing and Electronic Mail.

**Practical:** Study of Computer Components; Booting of Computer and its Shut Down; Practice of some fundamental DOS Commands, TIME, DATE, DIR, COPY, FORMAT, VOL, LABEL, PATH, Practicing WINDOWS Operating System, Use of Mouse, Title Bar, Minimum, Maximum and Close Buttons, Scroll Bars, Menus and Tool Bars; WINDOWS Explorer, Creating Folders, COPY and PASTE functions; MSWORD: Creating Document, Saving and Editing; MSWORD, Use of options from Tool Bars, Format, Insert and Tools (Spelling & Grammar) Alignment of text; MSWORD, Creating a Table, Merging of Cells, Column and Row width; MSEXCEL : Creating a Spreadsheet, Alignment of rows, columns and cells using Format tool bar; MSEXCEL: Entering Expressions through the formula tool bar and use of inbuilt functions, SUM,

AVERAGE STDEV; MSEXCEL: Data Analysis using inbuilt Tool Packs, Correlation & Regression; MSEXCEL: Creating Graphs and Saving with & without data; MSACCESS: Creating Database, Structuring with different types of fields; MS Power Point: Preparation of slides of Power Point; Transforming the data of WORD, EXCEL and ACCESS to other formats; Internet Browsing: Browsing a Web Page and Creating of E-Mail ID.