

**Programme Name :Prak sastri I year**

**Course No: INTRODUCTION TO COMPUTERS**

**Name of the text book:**

**PRESCRIBED TEXTBOOKS:**

1. Raja Raman , Introduction to computers by PHP Publications

**REFERENCE BOOKS:**

1. Sanjay Saxena ,A first course in computers by Vikas Publishing House.

**General Objectives of the course:** The introduction to computer systems program aims to prepare students to understand the technology and introduction to the fundamentals of computing devices with respect to personal use of computer hardware, software and basic computer skills.

**Objective of UNIT I:** The objective of this unit is to clearly know about what computer is, its history, classification of computers and applications.

**Objective of UNIT II:** The main objective of this unit is to know how and where Input and Output device are used.

**Objective of UNIT III:** Memory management plays vital role in computer for processing. In this unit we will learn about computer memory in detail.

**Objective of UNIT IV:** Operating System is an important part of the computer. What is Operating System, Types of Operating Systems, Dos Commands, GUI concepts are discussed in this unit.

**Objective of UNIT V:** Windows Operating system, its icons, how to interact with window Operating System

### **Detailed syllabus**

#### **UNIT – I**

Introduction to computers – A brief history of computers – Generation of Computers, Basic Structure of Computers, Classification of Computers – Applications of Computers.

#### **UNIT – II**

Computer Peripherals : Input Devices : KeyBoard, Mouse, Digitizer, light pen, Joystick, OMR, OCR, MICR, VDU - Output Devices : Printers, Serial Printers, Line Printers, Laser Printers, Plotters

#### **UNIT – III**

Computer Memory : Primary Memory, ROM, RAM – Cache Memory, Secondary Memory : Magnetic Disk, Magnetic Tape, Floppy disk and Optical Storage devices.

#### **UNIT – IV**

Introduction to Operating system : Functions of Operating System, Classification of Operating System – MS-DOS : Introduction to Disk Operating System (DOS), Internal and External commands

#### **UNIT - V**

Introduction to windows operating system – Windows GUI : Desktop, Icons, taskbar and Start button - Recycle bin.

**LAB: Introduction to Computers (50 Marks)**

**Programme Name :Prak sastri Ilyear**

**Course No: INTRODUCTION TO MICROSOFT OFFICE**

**Name of the text book:**

**PRESCRIBED TEXTBOOKS :**

1. Ed Bott Woody Leonhard, Microsoft Office 2007, published by Pearson Education .

**REFERENCE BOOKS :**

1. Sanjay Saxena , MS - Office 2000 for every one by Vikas Publishing House.
2. Russell A.Stulz , MS – Office by BPB Publications.

**General Objectives of the course:** Microsoft Office is a collection of office-related applications. Each application serves a unique purpose and offers a specific service to its users. For example, Microsoft Word is used to create documents. Microsoft PowerPoint is used to create presentations.

**Objective of UNIT I :** The primary objective is to enable students to create and edit document, save it to view or edit later and print document and many more features.

**Objective of UNIT II :** The main objective of this MS Power Point to make the student perfect in creating presentation, deleting unnecessary slides, slide numbering, inserting graph, picture, sound and video organization chart.

**Objective of UNIT III:** helps users to format, organize and calculate their data with the help of formulas using a spreadsheet system.

**Objective of UNIT IV:** learn various functions and formulas of MS Excel

**Objective of UNIT V:** Algorithms and flow charts focus of programming away from the constructs found in programming languages to considering how we can program the computer to do useful things.

### **Detailed syllabus**

#### **UNIT – I**

**MSWORD:** Creating and Saving documents – PageSetup – Formatting Text: Italic, Bold and Underline – Headers and Footers – Hyperlink and BookMarks – Inserting and Editing pictures - Creating Tables – Inserting and Deleting Rows and Columns – Creating Mail Merge – Printing documents

#### **UNIT – II**

**MS POWERPOINT :** Basics – Creating Presentations – Menus – Tool Bar – Opening a Presentation – Creating a new slide – Deleting a slide – Copying a slide – Slide numbering – Slide transition – Animations

#### **UNIT – III**

**MS EXCEL :** Basics – Creating a worksheet – Menus – Formatting – - Moving, Copying, Inserting and Deleting work sheets – Renaming and Labeling a worksheet - Finding and Replacing the data

#### **UNIT – IV**

**MS EXCEL :** Sorting - Functions - creating and editing Charts and Graphs – Printing worksheets

#### **UNIT - V**

Steps involved in problem solving –Algorithm, Flowchart.

**LAB: Introduction to Microsoft Office (50 Marks)**