Batch 2021-24
SRI Y.N.COLLEGE (AUTONOMOUS): NARSAPUR
Certificate Course
Basic Computer Applications
I SEMESTER under CBCS w.e.f 2021-2022
(Common for all I SEMESTER B.A./B.Com./B.Sc./B.B.A.,/B.C.A., COURSES)

Objectives:

This course aims at providing exposure to students in skill development towards basic office applications.

Course Learning Outcomes:

After successful completion of the course, student will be able to:

1. Demonstrate basic understanding of computer hardware and software.
2. Apply skills and concepts for basic use of a computer.
3. Identify appropriate tool of MS office to prepare basic documents, charts, spreadsheets and presentations.
4. Create personal, academic and business documents using MS office.
5. Create spreadsheets, charts and presentations.
6. Analyze data using charts and spread sheets.

Unit-I: (08 hrs)

Basics of Computers: Definition of a Computer - Characteristics of computers, Applications of Computers – Block Diagram of a Digital Computer – I/O Devices, hardware, software human ware, application software, system software, Memories - Primary, Auxiliary and Cache Memory. MS Windows – Desktop, Recycle bin, My Computer, Documents, Pictures, Music, Videos, Task Bar, Control Panel.

Unit-II: (08 hrs)

MS-Word: Features of MS-Word - MS-Word Window Components - Creating, Editing, Formatting and Printing of Documents – Headers and Footers – Insert/Draw Tables, Table Auto format – Page Borders and Shading – Inserting Symbols, Shapes, Word Art, Page Numbers, Mail Merge.

Unit-III: (10 hrs)

MS-Excel: Overview of Excel features – Creating a new worksheet, Selecting cells, Entering and editing Text, Numbers, Inserting Rows/Columns –Changing column widths and row heights, Formulae, Referencing cells , Changing font sizes and colors, Insertion of Charts, Auto fill, Sort.

MS-PowerPoint: Features of PowerPoint – Creating a Presentation - Inserting and Deleting Slides in a Presentation – Adding Clip Art/Pictures -Inserting Other Objects, Audio, Video - Resizing and scaling of an Object – Slide Transition – Custom Animation.

(P.T.O)

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SRI Y.N. COLLEGE (AUTONOMOUS)
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NARSAPUR - 534 275, W.G.Dt.,

RECOMMENDED CO-CURRICULAR ACTIVITIES: (04 hrs)

(Co-curricular activities shall not promote copying from textbook or from others work and shall encourage self/independent and group learning)

1. Assignments (in writing and doing forms on the aspects of syllabus content and outside
   a. the syllabus content. Shall be individual and challenging)
2. Student seminars (on topics of the syllabus and related aspects (individual activity))
3. Quiz, Group Discussion
4. Solving MCQ's available online.
5. Suggested student hands on activities:
   - Create two folders, Rename the folder, create two files each using notepad and paint, move the files from one folder to another folder, delete a file you have created, copy and paste text within notepad.
   - Create a letter head for your college with watermark, your resume, visiting card, brochure for your college activity, organization chart for your college, any advertisement, Prepare your Class time table.
   - Prepare your mark sheet, Prepare your class time table, Prepare a salary bill for an organization, Sort the bill as per the alphabetical order of the names, Get online weather data and analyze it with various charts.
   - Create a PowerPoint presentation for a student seminar.

REFERENCE BOOKS:

1. Working in Microsoft Office – Ron Mansfield - TMH.
2. MS Office 2007 in a Nutshell –Sanjay Saxena – Vikas Publishing House.
3. Excel 2020 in easy steps-Michael Price – TMH publications

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NOTE: 1. Answer any Three of the following

2. Each one carries 10 marks   3X10=30M

SECTION – A

1. Essay Question from **Unit-1**
2. Essay Question from **Unit-1**
3. Essay Question from **Unit-2**
4. Essay Question from **Unit-2**
5. Essay Question from **Unit-3**

SECTION – B

NOTE: 1. Answer any Four of the following

2. Each one carries 5 Marks.   4X5=20M

6. Short Answer Question from **Unit-1**
7. Short Answer Question from **Unit-1**
8. Short Answer Question from **Unit-1**
9. Short Answer Question from **Unit-2**
10. Short Answer Question from **Unit-2**
11. Short Answer Question from **Unit-3**
12. Short Answer Question from **Unit-3**
13. Short Answer Question from **Unit-3**

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