SEMESTER III   5 Papers

Total 100 x 5 = 500 Marks

I.   SKILL ENHANCEMENT COURSE SEC 1:   (Credits: Theory-02)

Marks : 100 (ESE: 3Hrs) =100	Pass Marks Th ESE = 40

Instruction to Question Setter for

End Semester Examination (ESE):

*There will be **objective type test** consisting of hundred questions of 1 mark each. Students are required to mark their answer on **OMR Sheet** provided by the University.*

ELEMENTARY COMPUTER APPLICATION SOFTWARES:

A Common Syllabus Prescribed by Ranchi University   **Theory: 30 Lectures**

Objective of the Course

The objective of the course is to generate qualified manpower in the area of Information Technology (IT) and Graphic designing which will enable such person to work seamlessly at any Offices, whether Govt. or Private or for future entrepreneurs in the field of IT.

A. INTRODUCTION TO COMPUTER SYSTEM
Basic Computer Concept

Computer Appreciation - Characteristics of Computers, Input, Output, Storage units, CPU, Computer System.   **(1 Lecture)**

Input and Output Devices

Input Devices - Keyboard, Mouse, joystick, Scanner, web cam,
Output Devices- Soft copy devices, monitors, projectors, speakers, Hard copy devices, Printers – Dot matrix, inkjet, laser, Plotters.   **(4 lectures)**

Computer Memory and Processors

Memory hierarchy, Processor registers, Cache memory, Primary memory- RAM, ROM, Secondary storage devices, Magnetic tapes, Floppy disks, hard disks, Optical Drives- CD-ROM, DVD-ROM, CD-R, CD-RW, USB Flash drive, Mass storage devices: USB thumb drive. Managing disk Partitions, File System. Basic Processor Architecture, Processor speed, Types of processor.

(5 lectures)

Numbers Systems and Logic Gates

Decimal number system, Binary number system, Octal number system, Hexadecimal number system, Inter-conversion between the number systems. Basic Logic gates-AND, OR, NOT, Universal logic gates- NAND, NOR

(3 lectures)

Computer Software

Computer Software- Relationship between Hardware and Software, System Software, Application Software, Compiler, Names of some high level languages, Free domain software.

(2 Lectures)

Internet & its uses

History of Internet, WWW and Web Browsers: Web Browsing software, Surfing the Internet, Chatting on Internet, Basic of electronic mail, Using Emails, Document handling, Network definition, Common terminologies: LAN, WAN, MAN, Node, Host, Workstation, Bandwidth, Network Components: Severs, Clients, Communication Media. Wireless network

(3 Lectures)

Operating system-Windows

Operating system and basics of Windows, The User Interface, Using Mouse and Moving Icons on the screen, The My Computer Icon, The Recycle Bin, Status Bar, Start and Menu & Menu-selection, Running an Application, Windows Explorer Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows, Windows Setting, Control Panels, Wall paper and Screen Savers, Setting the date and Sound, Concept of menu Using Help, Advanced Windows, Using right Button of the Mouse, Creating Short cuts, Basics of Window Setup, Notepad, Window Accessories

(2 Lectures)

B. MICROSOFT OFFICE 2007 AND LATEST VERSIONS
Word Processing

Word processing concepts: saving, closing, Opening an existing document, Selecting text, Editing text, Finding and replacing text, printing documents, Creating and Printing Merged Documents, Character and Paragraph Formatting, Page Design and Layout. Editing and Checking. Correcting spellings. Handling Graphics, Creating Tables and Charts, Document Templates and Wizards, Mail merge and Macros.

(3 Lectures)

Microsoft Excel (Spreadsheet)

Spreadsheet Concepts, Creating, Saving and Editing a Workbook, Inserting, Deleting Work Sheets, entering data in a cell / formula Copying and Moving from selected cells, handling operators in Formulae, Functions: Mathematical, Logical, statistical, text, financial, Date and Time functions, Using Function Wizard. Formatting a Worksheet: Formatting Cells changing data alignment, changing date, number, character or currency format, changing font, adding borders and colors, Printing worksheets, Charts and Graphs – Creating, Previewing, Modifying Charts. Integrating word processor, spread sheets, web pages. Pivot table, goal seek, Data filter and scenario manager

(4 Lectures)

Microsoft Power Point (Presentation Package)

Creating, Opening and Saving Presentations, Creating the Look of Your Presentation, Working in Different Views, Working with Slides, Adding and Formatting Text, Formatting Paragraphs, Drawing and Working with Objects, Adding Clip Art and other pictures, Designing Slide Shows, Running and Controlling a Slide Show, Printing Presentations. Creating photo album, Rehearse timing and record narration. Master slides.   **(3 Lectures)**

Reference Books

- Nishit Mathur, Fundamentals of Computer , Aph publishing corporation(2010)
- Misty E. Vermaat,.Microsoft word 2013 1st Edition (2013).
- Satish Jain, M.Geeta, MS- Office 2010 Training Guide, BPB publication (2010)
- Joan Preppernau, Microsoft PowerPoint 2016 step by step, Microsoft press(2015)
- Douglas E Corner, The Internet Book 4th Edition, prentice –Hall(2009)
- Faithe wempen, word 2016 in depth 1st edition, que publishing(2015)
- Steven welkler, Office 2016 for beginners, Create Space Independent publishing Plateform (2016)

SKILL ENHANCEMENT LAB- SEC 1 LAB   **30 Lectures**

A. <u>MS-WORD LAB ASSIGNMENT</u>

1. Write down the following Paragraph OR any one provided by your teacher;

Without a doubt, the Internet is one of the most important inventions of modern times. The Internet is a global interconnected computer networks which allow each connected computer to share and exchange information with each other. The origins of the Internet can be traced to the creation of Advanced Research Projects Agency Network (ARPANET) as a network of computers under the auspices of the U.S. Department of Defense in 1969.

Apply following effects on The paragraph:
   i.   Paragraph **font-size** and **font-type** must be 12 Verdana.
   ii.   Paragraph **alignment** must be justified and double line spacing.
   iii.   **Highlight** the "(ARPANET)" with green color.
   iv.   Make the "Internet" keywords **Bold and Italic**.
   v.   Insert any "**WordArt**" and a **symbol** to your document.
   vi.   Insert a **clipart** to your document.
   vii.   Add following lines to your document:
       Internet, Intranet, Extranet, URL, WWW, Networking, Protocols, HTTP, TCP/IP

2. Create a Table of following fields:
   Name, Surname, Age, Gender, Job and apply the following effects
   i.   Insert 10 records
   ii.   Font size should be 12
   iii.   Title size should be 14
   iv.   Font type should be Times new Roman
   v.   Title color should be blue
   vi.   Text color should be black
   vii.   Table border should be 2

3. Write a letter on 'Road Safety' and send to 'Multiple Recipients' using mail merge.

4. Type the paragraph given below:

Today, the Internet is a public, cooperative and self-sustaining facility accessible to hundreds of millions of people worldwide. Physically, the Internet uses a portion of the total resources of the currently existing public telecommunication networks. Technically, what distinguishes the Internet is its use of a set of protocols called TCP/IP (for Transmission Control Protocol/Internet Protocol). Two recent adaptations of Internet technology, the intranet and the extranet, also make use of the TCP/IP protocol. Today, the Internet is a public, cooperative and self-sustaining facility accessible to hundreds of millions of people worldwide. Physically, the Internet uses a portion of the total resources of the currently existing public telecommunication networks. Technically, what distinguishes the Internet is its use of a set of protocols called TCP/IP (for Transmission Control Protocol/ Internet Protocol). Two recent adaptations of Internet technology, the intranet and the extranet, also make use of the TCP/IP protocol.