

MARIS STELLA COLLEGE, VIJAYAWADA-8

(An autonomous college affiliated to Krishna University)

Department of Computer Science

(General stream B.A/B.Com/B.Sc programs and also computer course as core subject)

Title: Computer Fundamentals and Office Tools

Paper code: FCA006

Semesters: I & II

Course Objectives:

- Give students an in-depth understanding of why computers are essential components in business, education and society.
- Introduce the fundamentals of computing devices and reinforce computer vocabulary, particularly with respect to personal use of computer hardware and software.
- Provide hands-on use of Microsoft Office 2010 applications Word, Excel, Access and PowerPoint.

Course Outcomes: Upon completion of this course, the student will be able to apply technical knowledge and perform specific technical skills, including:

1. Describe the usage of computers and why computers are essential components in business and society.
2. Solve common business problems using appropriate Information Technology applications and systems.
3. Identify categories of programs, system software and applications. Organize and work with files and folders.

Syllabus

Unit - I: Basics of Computers

10 Hours

Definition of a Computer - Characteristics and Applications of Computers – Block Diagram of a Digital Computer – Classification of Computers based on size and working – Central Processing Unit – Input, Output and I/O Devices – Primary, Auxiliary and Cache Memory – Memory Devices – Software, Hardware, Firmware and People ware – Definition and Types of Operating System – Functions of an Operating System – MS-DOS– MS-Windows – Desktop, Computer, Documents, Pictures, Music, Videos, Recycle Bin, Task Bar – Control Pane.

Unit - II: MS-Word**10 Hours**

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, Equations – Spelling and Grammar – Thesaurus – Mail Merge.

Unit - III: MS-PowerPoint**10 Hours**

Features of PowerPoint – Creating a Blank Presentation - Creating a Presentation using a Template - 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.

Unit - IV: MS-Excel**10 Hours**

Overview of Excel features – Creating a new worksheet, Selecting cells, Entering and editing Text, Numbers, Formulae, Referencing cells – Inserting Rows/Columns – Changing column widths and row heights, auto format, changing font sizes, colors, shading and attributes – Data Sorting and Filters – Functions – Functions requiring Addins, Functions by category – Creating different types of Charts – Instant charts with the Chart wizard – Printing, Deleting charts.

Unit - V: MS-Access**10 Hours**

Overview of MS-Access – Creating a Simple Database and Tables – The Access Table Wizard – Creating Database Tables without the wizard – Field Names, Data Types and Properties – Entering and Editing Data: Adding Records, Finding, Sorting and Displaying.

Data: Queries and Dynasets – Creating and using select Queries – Relational Databases: Types of Relationships, Creating and Deleting Relationships – Printing Reports: Simple table, Form and Database printing.

Prescribed Books:

1. Fundamentals of Computers by V.Raja Raman, Publishers : PHI
2. Fundamentals of Computers by Reema Thareja, Publishers : Oxford University Press, India.
3. Microsoft Office 2010 Bible by John Walkenbach, Herb Tyson, Michael R.Groh and Faithe Wempen, Publishers : Wiley

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BLUE PRINT OF MODEL PAPER

I – YEAR ICT

The paper consists of three sections.

All questions are compulsory from all parts.

Section – A

Consists of three short answer questions from five units with no choice.

Each question carries 2 Marks.

Section – B

Consists of five essay answer questions from five units, out of five questions, three questions have to be answered.

Each question carries 8 marks.

Section – C

Consists of one answer practical question.

It carries 30 marks.

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MODEL PAPER

I – YEAR ICT

Subject: Computer Skills

Semester: I & II

Title: Computer Fundamentals and Office Tools

Paper Code: FCA006

Max Marks: 50

Time: 3 hrs

Section – A

Answer all the following questions:

3X2 =6M

1. Define Computer.
2. Write a short note on forms and reports.
3. Write the difference between Undo and Redo.

Section – B

Answer any two of the following questions.

2X7 =14M

4. Explain any four input devices.
5. Explain about various items on MS Word Window. ?
6. What is a Presentation? Explain the various steps to create a presentation in MS PowerPoint.

Section – C

Answer the following question.

1X30 =30M

7. Design an invitation to invite staff, students to a seminar on “Emerging Trends in Computers” using Mail Merge.

