

MARIS STELLA COLLEGE (AUTONOMOUS), VIJAYAWADA-8
(Affiliated to Krishna University, Machilipatnam)
SYLLABUS

Course Title: Basic Computer Applications

Course Code: 20LSCCA2

No. of Hours: 30

LTP: 200

Credits: 2

Objectives

- To provide exposure to students in skill development towards basic office applications.
- To use the computer for basic purposes of preparing personnel / business letters, presentations and analyse data using charts.

Course Outcomes

CO1: Demonstrate basic understanding of computer hardware and software.

CO2: Create personal, academic, business documents, spreadsheets, charts and presentations.

CO3: Analyze data using charts and spread sheets.

Unit-I (5 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 (5 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 (5 Hrs.)

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

Skills / hands-on (15 Hrs.)

- 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