

B.Sc., SOFTWARE

**I YEAR – I SEMESTER
COURSE CODE – 7BSOA1**

ALLIED COURSE – I - FUNDAMENTALS OF COMPUTER

Unit I

Computer: Definition, Characteristics of Computers, Basic Applications of Computer, Generations of computers.

Components of Computer System: Central Processing Unit (CPU), input/output Devices, computer Memory: primary and secondary memory, magnetic and optical storage devices, Concepts of Hardware and Software.

Unit II

Data processing: concepts of data processing, Definition of Information and data, Basic data types, Storage of data/Information as files, Representation of data/Information.

Unit III

Operating system-MS-Windows

Operating system-Definition & functions, basics of Windows. Basic components of windows, icons, types of icons, taskbar, activating windows, using desktop, title bar, running applications, exploring computer/managing files and folders, copying and moving files and folders. Control panel – display properties, adding and removing software and hardware, setting date and time, screensaver and appearance.

Unit IV

Word Processing-MS Word

Word Processing Basic: An Introduction to Word Processing and MS-Word, Working with documents, using tables, pictures, and charts, using mail merge and sending a letter to a group of people, creating form letters and labels, collaborating with workgroups, modifying a report, macros.

Unit V

Presentation software-MS Power Point

Creating and enhancing a presentation, creating and publishing a web presentation, modifying a presentation, working with visual elements, delivering a presentation and designing a template.

Text Book:

1. Fundamentals of Computers, -V.Raja Raman – Fifth Edition, PHI, 2010.
2. Windows 98, 6 in 1, Jane Calabria et al, Prentice Hall of India, New Delhi, 1998.
3. Microsoft Word for Windows 95 Made Easy, Alan R.Neibauer, Tata McGraw Hill Publishing Company Limited, New Delhi, 1997.
4. Microsoft Office user Specialist, Power Point 97 Exam Guide, Jane Calabria and Dorothy Burke, PHI New Delhi, 1998.

Book for Reference:

1. PC software for windows made simple – R.K.Taxali – TMH – 1998