

North Maharashtra University, Jalgaon.

SYLLABUS FOR FYBA(Computer)

W. e. f. - 2002-2003

Subject: Introduction to Computers and Applications

1. Overview Of Computer System

- (i) Five parts of computer: input unit, output units, memory, arithmetic and logic units and controls units.
- (ii) Types of Computer- digital and analog, General purpose and specific purpose, micro computers, mini computers, main frame computers, and super computers.
- (iii) Primary memory and secondary memory, RAM & ROM.
- (iv) General terminology used by computer specialists- hardware, Software, Compiler interpreter, operating system etc.
- (v) Secondary storage devices- floppy disc, magnetic disc, magnetic tape, Compact Disk, DVD.

2. Introduction to number system:

Decimal number system, Binary number system, conversion of decimal numbers and binary numbers and vice a versa.

3. Window

- (i) Types of Windows – Windows Elements – Desktop, Icons, Taskbar System Tray, Start Button, Arrow Pointer.
- (ii) Start and Close Windows.
- (iii) Operations on Window- Move, Resize, Minimise, Maximise, Restore and Close.
- (iv) To Use Controls Check box, Command button, List box, Radio button, Slider, Scroll bar Menus- Start menu, To choose menu operations- Close menu.
- (v) Create a New folder –Open- Assign, Rename, Close and Delete a Folder.
- (vi) Use of Windows Explorer.
- (vii) Use of Recycle Bin and My Computer Icon.

4. Introduction to Word

To Start Word-Use of Drawing, Standard, Formatting Tool bars –To Quit Word.

5. Document Processing

To Create a New Document- To Open a Document- Page set-up- Margin- Paper size- To set tabs Line spacing- To set fonts-Align text- To enter a data in document- Change font size- Underline, getting colour, Setting Special effects- Save a documents, Auto Save- preview a document, To Prints a documents.

6. Editing a Document

To select text editing – To insert a text, To delete a text, To move text- within a document and from one document to another document, To Copy text within a document and from one document to another document.

7. Mail Merge and Tables-

- (i) Mail merge facility to create and print from letters for mailing list
- (ii) To create simple table, To add and delete rows and columns, To adjust column width, To align cell contents, To use draw table feature, To print a table.

8. Other Features of Word

- (i) Auto Correct, Auto Text, Auto Format
- (ii) To make, Newspaper columns.

9. Introduction to Networking

- (i) Computer networking, Network Topology- Nodes, Server, Structures-Bus Structure, Star Structure, Token Ring Structure
- (ii) Terms –LAN, CAN, MAN, WAN, Internet.
- (iii) Internet & its Uses. Terms- www, http, @ VSNL, HTML, I.A.P. I.S.P., I.T.P. Web Site, Host Computer. e-Mail-Meaning, e-Mail Address.

References Books:-

- 1. Fundamental of Computer – by V. Rajaram
- 2. PC Software Made Simple – by Taxali
- 3. Introduction to Computer – by
- 4. MS Office 2000 – by O'Leary