URSULINE WOMEN'S TEACHERS' TRAINING COLLEGE, LOHARDAGA
Offered by Computer Cell

COMPUTER BASICS

Unit - I : Fundamentals of Computers

1. Introduction , Characteristics of Computers
2. Essential Components of Computer
- Input Unit
- Central Processing Unit
- Output Devises
3. Types of Memory, Storage devises
4. Computer Languages (Assembly, Machine, High Level)
5. Uses & Applications of Computer

Unit - II : Introduction to Operating system

1. Components & Types of Operating system
2. Basics of MS Windows
3. Components of Windows
4. Advantages of Windows

Unit - III : Introduction to MS-Office

1. **Microsoft Word**
- Introduction, Components of Word documents, Basics of Word Processing,
- Saving/ Opening new Documents/Files in different locations (Drives)
- Text Editing, Spell check, Insert pictures, word Art,
- Text printing, Mail merge

2. **Microsoft Excel**,
- Introduction, components of excel,
- Enter & edit data in Excel Work sheet,
- Statistical application,
- Function,
- Graphical representation, How to create/ draw graphs
- Standard statistical function,

3. **Microsoft Power Point**
- Introduction, application,
- Creating & viewing a presentation
- Clip Art,
- Editing the presentation
- Slide Show

Unit - IV : Introduction to Internet & E-mail

1. Internet, History & working , Characteristic of Internet,
2. Electronic Mail
3. Browsing Internet
4. World Wide Web (WWW)
5. Advantage of Internet
6. Educational Websites

COMPUTER BASICS: PRACTICAL

MS -Windows
- Creating folder, opening, moving, and searching files and folders.
- Use of accessories:-Calculator, Notepad, Paint, and WordPad

MS-Word
- Opening new document, saving, closing, opening the old document, Exit word.
- Selecting text with mouse and key, copy, cut, paste, find and replace, delete text, check spelling & grammer, Bold, Italic, underline text, font size, color, & effect,
- Changing case, text alignment & orientation, setting border & shading, bullets & numbering, header &footer
- Inserting graphics, word art, pictures, clip art, tables, mail merge,
- Printing.

MS - Power Point
- Creating presentation, entering contents in slide, p.p views
- Insert, delete and duplicate slide,
- Animations and transitions, setting timings for slide show, rehearsing time, add transition, animate text & object, insert music or sound, insert video.

MS - EXCEL
- Writing in a worksheet, save unnamed workbook, exit.
- Opening existing workbook, selecting cells, changing and editing worksheet content, moving, copying, deleting ranges.
- Changing column width, font size, color, bold, italic, underline. Formatting numeric content, date & time, applying border and shading. Inserting & removing sheet, insert cells, rows, columns, charts.
- Function: sum, count, average, max. Min, sort,

INTERNRT
- E-mail: create e-mail Account.
- Sending, masage, attching files,
- Receiving & replying, deleting, forwarding, message,
- Use of search engines: downloading information

References:

1. Rajaraman V   : *Fundamentals of Computers*
2. Ram V.   : *Fundamentals of Computers*
3. Balaguruswami B.   : *Fundamentals of Computers*
4. Rajshekhar S.   : *Computer Education*
5 DangwalKiranlata   : *Computer in Teaching*

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