

## Foundation Course - 3

### **INFORMATION & COMMUNICATION TECHNOLOGY -1 (ICT-1)** **Computer Fundamentals and Office Tools**

Common for all DegreeProgrammes

**II**

### **Semester**

(30 Hours of Teaching Learning including Lab)

#### **Unit-I:**

**Basics of Computers :**Definition of a Computer - Characteristics and Applications of Computers – Block Diagram of a Digital Computer – Classification of Computers based onsize and working – Central Processing Unit – I/O Devices.

#### **Unit-II:**

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-III:**

##### **MS-Word**

Features of MS-Word – MS-Word Window Components – Creating, Editing, Formatting andPrinting 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-IV:**

##### **MS-PowerPoint**

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 – SlideTransition – Custom Animation

#### **Unit-V:**

##### **MS-Excel**

Overview of Excel features – Creating a new worksheet, Selecting cells, Entering and editing Text, Numbers, Formulae, Referencing cells – Inserting Rows/Columns – Changing columnwidths and row heights, auto format, changing font sizes, colors, shading.

#### **Reference Books:**

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