

G.G.N khalsa college, Ludhiana

(ISO: 9001:2015 certified courses)

Course Title: Certificate in basic computing

Course Duration: 6 months

Objective: Introduces the basic features of Microsoft Office, Windows basics, and file management. This course will develop a familiarity with MS - Word, Excel, PowerPoint, email and Internet basics. The outcome of the course can result in Pursuing future courses specializing in one or more of the programs and apply skills and concepts for basic use of computer hardware, software, networks, and the Internet in the workplace and in future coursework.

Unit - I

Introduction to computer : Characteristics of computers, basic applications of computer, components of computer system central processing unit (cpu), vdu, keyboard and mouse, other input/output devices ,computer memory, concepts of hardware and software, classifications of computers , representation of data/information concepts of data processing, definition of information and data ,basic data type, storage of data/information as files, computer language, low-level, high level, translators, generations of computer, history of computer,

Introduction to Windows: the user interface, using mouse and moving icons on the screen, the my computer icon, the recycle bin, status bar, start and menu & menu selection, running an application, windows explorer viewing of file, folders and directories, creating and renaming of files and folders, opening and closing of different windows

Windows setting: control panels, wall paper and screen savers, setting the date and sound, concept of menu using help, advanced windows, using right button of the mouse, creating short cuts ,basics of window setup, notepad, window accessories, components of motherboard, bcd (binary coded decimal), bcd conversions, 1's compliment, 2's compliment, addition, subtraction, division.

Basic dos commands: comparison of dos and windows switching between dos and windows, basic dos commands, file/directory manipulations, copying of files and disks, delete/undelete, formatting a floppy.

Unit - II

Elements of word processing: word processing basic, an introduction to word processing, opening word, processing package, the menu bar, using the help, using the icons below menu bar, opening documents and closing documents, opening documents , save and save as, page setup, printing of documents display/hiding of paragraph marks and inter word space, moving around in a document, scrolling the document, scrolling by line/paragraph, fast scrolling and moving pages, using a document/help wizard, text creation and manipulation, paragraph and tab setting, text selection, cut, copy and paste, font and size selection bold, italic and underline, alignment of text: center, left, right and justify, formatting the text, changing font, size and color, paragraph indenting, bullets and numbering, use of tab and tab setting, changing case, handling multiple

documents, opening and closing of multiple documents, cut, copy and paste across the documents, saving of clip boards, table manipulation, concept of table: rows columns and cells, draw table, changing cell width and height, alignment of text in cell, copying of cell, delete/insertion of row and columns, borders for table, printing, print preview, print a selected page.

Spread sheet: elements of spread sheet, application/usage of electronic spread sheet, opening of spread sheet, the menu bar, creation of cells and addressing of cells, cell inputting, manipulation of cells, enter texts numbers and dates, creation of tables, cell height and widths, copying of cells, providing formulas, using basic functions, formalism a cell, sum function, average, percentage, other basic functions

Unit-III

Making presentations: basics, difference between presentation and document, using power point, opening a power point presentation, using wizard for creating a presentation, creation of presentation, title, text creation, fonts and sizes, bullets and indenting, moving to next slide, preparation of slides, selection of type of slides, importing text from word documents, moving to next slide, the slide manager , providing aesthetics , slide designs, background and text colors, making your own slide format, footnotes and slide numbering, slide manipulation and slide show, presentation of the slides, using the slide show, printing the slides and handouts, slide sorter, title sorter

Unit-IV

Computer communication and internet: basic of computer networks, LAN, WAN, internet, concept of internet, application of internet, service on internet, www and web-sites, electronic mail, communication on internet

Www and web browsers: web browsing, internet explorer, Netscape communicator, surfing the internet, giving the URL address, search, moving around in a web-site, printing or saving portion of web pages, down- loading, chatting on internet. email: basic of electronic mail, using emails: viewing an email, sending an email, saving mails, sending same mail to various users, using emails, viewing an email, sending an email, saving mails , sending same mail to various users.

Document handling: sending soft copy as attachment, enclosures to email, sending a portion of document as email

Text Books: P.K Sinha `Computer Fundamentals`, BPB Publications, 1992

Sample Question for Examination (Theory):

Paper time: 3 hours

Max Marks: 75

Note:

1. Unit I of paper will consist of 10 questions of MCQ or fill in the blank type, each of 1 mark.
2. Unit II of paper will consist of 5 descriptive questions, each of 3 marks.
3. Unit III of paper will consist of 5 descriptive questions, each of 10 marks.
4. There may be choices in unit II and Unit III but no choice in Unit I.

Some model questions are as follows:

Unit-I

Select the appropriate answer from the choices below:

1. The following element of a computer is called as the heart of the computer.
 - a) Keyboard
 - b) Monitor
 - c) Central Processing Unit (CPU)
 - d) None of the above
2. The main memory in a PC is also called as
 - a) RAM
 - b) Storage device
 - c) Microprocessor
 - d) Processing Unit
3. A small balance sheet can be prepared by the following software
 - a) MS-Word
 - b) MS Excel
 - c) MS Power Point
 - d) None of the above
4. In MS Windows an active window can be closed by clicking on the
 - a) Right side top corner marked X
 - b) Right side top corner marked
 - c) Left side top corner marked W
 - d) CTRL-ALT-DEL
5. In Ms Word while typing a word/sentence in a document, the word/phrase with underline in red color indicates
 - a) Grammatical mistake
 - b) Spelling mistake
 - c) Insert word
 - d) Any one of the above

6. Identify True/False from the following statements.

1. The data arranged/organized into unabled form is called Information.
2. Keyboard is generally used as an input unit in PCs.
3. Workstation is desktop computers with advanced and specialized capabilities.
4. PC is first generation computer.
5. The margin can be set by using the 'Page Setup' Option in the file menu.

7. Fill in the Blanks with the options given below:

- a) INSERT
- b) Laser Printer
- c) Mouse-Click
- d) Floppy
- e) PCs

1. In MS Word the cursor can be placed anywhere in the document text with the help of a _____
2. In the Power Point the new slide can be inserted by selecting the pull down menu _____
3. One of the high Printers is _____
4. VDU terminals are mainly used with _____
5. A popular secondary storage device _____

Unit II

8. What are the basic operations of Computer?
9. Give the applications computer?
10. How will you classify computer systems?

Unit III

11. With the help of a block diagram, explain the basic organization of a computer system.
12. Explain 10 DOS commands with example.
13. a. What is absolute cell addressing in a worksheet? How does it differ from relative cell addressing? (5)
- b. What are the two types of data that can be inserted in a cell of a worksheet? Give examples. (5)