

FACULTY OF COMPUTER SCIENCE & IT

SYLLABUS

of

BASIC COMPUTER SKILLS

for

Master of Arts (English) (FYIP) Semester III

Session: 2026-27



The Heritage Institution

KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)

Kanya Maha Vidyalaya, Jalandhar (Autonomous)

SCHEME AND CURRICULUM OF EXAMINATIONS OF FIVE YEARS INTEGRATED PROGRAMME

Master of Arts (English) (FYIP) Semester III (Session 2026-27)

Master of Arts (English) (FYIP) Semester III										
Course Code	Course Title	Course Type	Hours per week	Credit		Marks				Examination Time (in Hours)
			L-T-P	L-T-P	Total	Total	Ext.		CA	
							L	P		
FENM-3127	Computer Skills	AEC	2-0-4	2-0-2	4	100	40	30	30	3+3

MASTER OF ARTS (ENGLISH) (FYIP) SEMESTER–III

Session 2026-27

Course Code: FENM-3127

COMPUTER SKILLS

Examination Time: 3 Hours

Max. Marks: 100

Theory: 40

L-T-P: 2-0-2

Practical: 30

Credit: 4

CA: 30

Instructions for the Paper Setter:

Eight questions of equal marks (08 Marks each) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

UNIT-I

Word Processing:

- Creating and managing Word documents
- Shortcuts for navigation, insertion, deletion, and selection
- Formatting fonts with bolding, bullets and numbers
- Creative use of cut, copy and paste
- Format painter
- Page numbering
- Borders and shading
- Bookmarks

UNIT-II

- Tables
- Graphics, Smart Art, watermarks, hyperlinks, print screen function
- Word art
- Shortcut features like AutoCorrect, quick sections
- Find and replace
- Insert pictures, Headers, Footers
- Page breaks, drop caps
- Spelling, grammar, thesaurus
- Print and Save

UNIT-III

Presentations:

- Slide content: planning, opening slides, sequencing
- Bullet/number slides(variations, sequencing, layout)
- Graphics, shapes(alternatives to bullets; use color to influence mood; use images to reinforce messages)
- Smart art(effective use of diagrams)
- Photos and internet photos(formatting options)
- Copy/paste shortcuts(from other programs; linking)
- Create/import org charts, graphs and tables

UNIT-IV

- Hyperlinks to others programs and the internet
- Insert media clips, movies, sounds
- Views: Slide sorter, Outline, Notes as editing and presentation tools
- Presenting: transitions, animation, hiding slides, pausing and highlighting
- Automatic presentations (narrations, timing)
- Presentation methods to connect with individuals and groups

References:

1. Anshuman Sharma, A book of Fundamentals of Information Technology, Lakhanpal Publishers, 5th Edition.
2. Prof. Satish Jain, M. Geetha, Kratika, BPB's Office 2010 Course Complete Book, BPB Publications, 2017.
3. Joyce Cox, Joan Lambert and Curtis Frye, Microsoft office Professional 2010 Step by Step, Microsoft Press, 2010.
4. P.K. Sinha, Computer Fundamentals, BPB Publications, 2004.
5. Ebooks at OpenOffice.org
6. R. Gabriel Gurley, A Conceptual Guide to OpenOffice.org3, 2nd Edition.

Note: The latest editions of the books should be followed.