SYLLABUS

of

Interdisciplinary Course

in

Basics of Computer Applications

For

CREDIT BASED MASTERS PROGRAMMES
(Under Credit Based Continuous Evaluation Grading System)

Session: 2024-25

The Heritage Institution
KANYA MAHA VIDYALAYA JALANDHAR (AUTONOMOUS)

Kanya Maha Vidyalaya, Jalandhar (Autonomous)
Interdisciplinary Courses
Session 2024-25

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		
IDEI-1124	Basics of Computer Applications	IDE	2-0-4	2-0-2	4	100	50	30	20	3+3
IDEI-3124										

NOTE: Masters Students can opt this ID Course either in Sem I or in Sem III, except the student of Faculty of Computer Science & Information Technology

Interdisciplinary Compulsory Course

BASICS OF COMPUTER APPLICATIONS
Course Code: IDEI-1124/IDEI-3124

Course Outcomes:
After passing this course the student will be able to:
CO1: Comprehend basics of internet and operate an email account.
CO2: Comprehend basic word processing skills such as text input formatting, editing, cut, copy, paste, spell check, margin, printing, tables, header and footer, etc.
CO3: Apply features of spreadsheet software for data manipulation, data entry, worksheet formatting, functions and formulae.
CO4: Apply skills to make effective presentations using associated application software.

Session:2024-25

Interdisciplinary Compulsory Course

BASICS OF COMPUTER APPLICATIONS
Course Code: IDEI-1124/IDEI-3124

L-T-P: 2-0-2   **Max. Marks: 100**
Credits: 4
Examination Time: 3 + 3 Hours   **Theory: 50**
                                                                                       Practical: 30
                                                                                       CA:20

Instructions for Paper Setter -

Eight questions of equal marks (10 marks each) are to set, two in each of the four sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be divided 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

Introduction to Internet: Meaning, Working of Internet, Internet Service Providers, Web browsing, World Wide Web, TCP/IP, HTTP and FTP .
Basics of E-mail: Introduction, Advantages and disadvantages, Structure of an e–mail message, working of e–mail (sending and receiving messages), managing e–mail (creating new folder, deleting messages, forwarding messages, filtering messages).

UNIT - II

Introduction to Word Processing: Features, Graphical User Interface (Title bar, Menu bar, Status bar and Ruler), understanding the Ribbon, Quick Access Toolbar
Working with Document: Creation of New Documents, Opening Document, Saving Document, Printing Document, Formatting of a document. Adding Picture, Page Colors and Watermarks, Borders and Shading, Drawing Objects, Insert Equations, Spell Checker and Thesaurus.
Page Layout: Page Setup, Margins, Gutters, Page Breaks, Header & Footer
Managing Data through Tables: Creating a Table, Entering and Editing Text in Tables.

UNIT - III

Introduction to Spreadsheet: Basics, Components of Excel Window, Concept of Worksheets. Creation, Saving, Opening and Closing Workbook, Printing of Worksheet, Editing Data, Formatting Data, Sort and Filters.
Formula and Functions: Ways to Enter Formula in Sheet, Operators, Types of Functions, Application of Functions.
Data Representation in Sheet: Inserting and managing Graphs.

UNIT - IV

Introduction to Presentation: Exploring Menus, Starting a New Slide, Opening Existing Presentation, Saving Presentation, Printing Slides, Inserting Slide, Deleting Slide, Copying and moving slides, Duplicating Slides, Layout of Slides, Applying theme to presentation, Views of Presentation,
Editing and Formatting Slides: Font Formatting, Text Alignment, Bullets and Numbering. Displaying Slide Show, Adding Multimedia, Slide Transitions.

References:

1. Anshuman Sharma, "Fundamentals of Internet Applications", Lakhanpal Publications, 1st Ed., 2016.
2. Douglas E. Corner, "Computer Networks and Internet with Internet Applications", Pearson, 4th Ed., 2008.
3. Joyce Cox, Joan Lambert and Curtis Frye, "Microsoft office Professional 2010 Step by Step", Microsoft Press, 1st Ed., 2010.
4. V. Rajaraman, Neeharika Adabala, "Fundamentals of Computers", PHI Learning, 1st Ed., 2015.
5. Anshuman Sharma, "A book of Fundamentals of Information Technology", Lakhanpal Publishers, 5th Ed., 2017.
6. Peter Weverka, Office 2019, All in One for Dummies, Wiley.
7. Peter Norton, "Computing Fundamentals", McGraw-Hill Technology Education, 1st Ed., 2006.