

ELEMENTARY COMPUTER APPLICATIONS

Question paper for Elementary Computer Applications, Compulsory Paper (common for B.A./B.Sc./ B.Com Part-I) be so set that it has 120 multiple choice questions (bilingual) of ½ mark each. The question paper will be of the duration of 2 hours. The examinees will have to give their answers on OMR sheet only to be provided by the University whose evolution will be done based on OMR Scanning technology by a competent computer firm duly approved by the University. Further the practical examination for this paper will be of 40 marks and its duration will be of two hours.

Unit-I Introduction to Computers and Related Terminology

(Basic information only).

(a) Hardware : CPU (Mother board, Microprocessor, the Intel Pentium III, AMD and Cyrix,) MMX Technology, System Clock Address Bus, Data Bus (PCI and EISA) Cache Memory, Processing Speed, Expansion Slots (Video Controller, Sound Cards, SCSI, Network Card), Memory (Unit RAM, ROM, EDO RAM, SD RAM) Input and Output Devices (Keyboard, The Standard Keyboard Layout) Mouse, Printers (Dot matrix, Ink-Jet, Laser-Jet), Microphone, Speakers, Modem, Scanner, Density, Formatting, Boot Record FAT, Folder Directory), Hard Disk Drive CD ROM Drive (CD Rom Speed) CD-R Drive DVD Rom Drive, Tape Drive)

(b) Software : Introduction to programming, Languages, System Software (Operating system and Utilities), Application Software (Word Processors, DBMS, Presentation Graphics, Browsers, Personal Information Managers) Introduction to Multilingual word-processors.

(c) Communications and Connectivity : Data Communication system Data Transmission (Serial Parallel, Bandwidth, Protocols), E-mail, FAX, Voice and Video messaging Video Conferencing online services user connection (types) Networking of Computers (Node, Client, Server, LAN, WAN), Using the network, The Internet and the Web.

Unit-2: Operating System

(Working Knowledge at Common Users Level Only)

1. Overview of important DOS commands. Windows 98 : Installation, Scandisk, Control Panel, Taskbar, Toolbars. Display, Settings (Background, Wallpaper, Screensaver, Desktop Themes). Files and Folder management, Window Explorer, Finding Files and Folders, Formatting Disks and Copying files, Printer Settings, Modem Installation, Mouse Installation, Adding and Reapplications, Norton Antivirus and its use, Use of Calculator, Paintbrush, Sinamp, MPEG Player and Windows Help.

Unit-3 Application Software

(Working Knowledge at Common Users Level Only)

- a) Word Processing, Software MS Word, Entering Editing and Formatting Text, Document Formats, (Page Size and Orientation, Headers and Footers, Columns and Sections, Page Layout), Spelling and Grammar Checkers, Thesaurus, Find the Replace, Cut and Paste, Tables and Formatting tables, Mail Merge, Styles and Templates.
- b) Spreadsheet Program- MS Excel
Entering data, Labels, Values, Dates, Formulas, Cell references, Formats, Function, Templates, Charts and Maps, Analyzing data in a spreadsheets.
- c) DBMS-Microsoft Access
Database, Entering data into the database. Creating Database tables, editing data. Viewing Records, Sorting records. Querying a database, generating reports.

Unit-4 : The Internet and Online Resources

(Working knowledge at Common Users Level Only)

1. How the Internet Work, Introduction to TCP/IP, IP and DNS Address. Features of the Internet (E-mail, News, Telnet, FTP, Chat, Channel, WWW, Online Services Bulletin Board Services), Connecting to a PC to the Internet (Setting Dial up and Internet Connection Wizard), Overview of Internet Explorer 5 and features therein, use of search engines, surfing, creating and Use of E-mail, Awareness about e-commerce and its advantages.