

S.S. Jain Subodh P.G. College, Jaipur
(Autonomous)
Skill Enhancement Course (SEC)

Computer Fundamentals

Credits: 2
Maximum Marks: 50

Classes per Week: 2
EoSE: 35
CIA: 15

Objectives of the Course –

1. To introduce students to the basic concepts of computers, including hardware, software, memory types, and system architecture.
2. To develop proficiency in word processing tools, enabling students to create, format, and manage professional documents.
3. To equip learners with skills in electronic spreadsheets, including data analysis, chart creation, and automation using functions and macros.
4. To enable students to design effective presentations using PowerPoint, incorporating multimedia, animations, and layout customization.

UNIT I

Introduction: Computer: Definition, Generations, Structure of Computer System, Hardware/Software, Input and Output Devices, Memory: Definition, Types of Memory, Memory Hierarchy (Secondary Memory, Primary Memory, Cache Memory, Registers), Types of Computers (Analog, Digital, Hybrid, Mini, Micro, Mainframe, Super), Types of Software (System/Application/Utility), Translators Interpreters/ Compilers/ Assemblers), WinZip Application, Antivirus.

UNIT II

Word Processing Tools: Text Basics, Text Formatting and Saving Files, Objects - Shapes, Clipart and Picture, Word Art, Smart Art, Page Number, Date & Time, Inserting Text Boxes, Charts, Header & Footers, Bullets and Numbered Lists, Tables, Styles and Content, Merging Documents, Sharing and Maintaining Document. Proofing, and Printing.

UNIT III

Electronic Spreadsheet: Introduction to spreadsheet, formatting Excel workbook, Perform Calculations with Functions, Sort and Filter Data, Create Charts, PivotTables and Pivot Charts, Protecting and Sharing the workbook, Use Macros to Automate Tasks, Proofing and Printing

UNIT IV

PowerPoint: Setting Up the PowerPoint Environment, Creating Slides and Applying Themes, Working with Bullets and Numbering, Working with Objects, Hyperlinks, and Action Buttons, Working with Movies and Sounds, Using SmartArt and Tables. Animation and Slide Transition, Using slide Master, Slide show option, Proofing and Printing

References:

1. "Computer Fundamentals" by P.K. Sinha
2. Introduction to Computers by Peter Norton, McGraw-Hill Education
3. Computer Fundamentals by P.K. Sinha and Priti Sinha
4. Fundamental of Computers, Anita Goel
5. Fundamentals of Computers, V. Rajaraman
6. Exploring Microsoft Office - 2023 Edition" by Kevin Wilson
7. "PowerPoint 2019 For Dummies" by Doug Lowe

Course Outcome:

1. Students will be able to identify and explain the components and functions of a computer system, including various types of memory and software.
2. Students will demonstrate the ability to create and format documents using word processing tools, applying styles, tables, and visual elements.
3. Students will apply spreadsheet functions to organize, analyze, and visualize data, including the use of PivotTables and macros.
4. Students will design and deliver multimedia presentations using PowerPoint, integrating transitions, SmartArt, and interactive elements.