

## 1.6 10006 COMPUTER FUNDAMENTALS

### UNIT-1 BASIC CONCEPTS

- Introduction
- Objectives
- What is a computer?
- Characteristics of computer
- History of computer
- Computer Generations
- Types of Digital Computers
- Computer Data
- Computer Hardware
- Algorithms and Flowcharts
- Basic computer operations
- Functional Units
- Memory System in a computer
- Secondary storage
- Input Output Devices □ What is Software?
- Software Types
- What is Language?
- Programming Languages
- Compiler
- Interpreter
- What is an Operating System
- Operating System Types

### UNIT-2 INTRODUCTION TO MS-WORD

- Introduction
- Objectives
- What is word-processing?
- Imported Features of MS-Word
- Getting Started with MS-Word
- Main Menu Options
- Terminal Questions
- Feedback to in-text Questions

### UNIT-3 CREATING AND EDITING A DOCUMENT

- Introduction
- Objectives
- Creating a Document
- Entering text in the Document
- Moving Around the Document
- Editing Operations



- Inserting Replacing and Deleting Character
- Moving Text

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- Copying Text
- Using the Toolbar
- Undo-repeat
- Find and Replace text
- Save and Exit
- Opening an Existing Document
- Quitting Word
- Terminal Questions
- Feedback to in-text questions

#### **UNIT-4 ENTERING EXCEL FORMULAS AND FORMATTING DATA**

- Introduction
- Objectives
- Default and Customized Format
- Character Formatting
- Line Spacing
- Alignment
- Borders and Shading
- Page breaks
- Columns
- Changing Case
- Adding and Removing Numbers and Bullets
- Terminal Questions
- Feedback to in-text questions

#### **UNIT-5 ADVANCED FORMATTING**

- Introduction
- Objectives
- Tab Setting
- Indenting
- Margins
- Header and Footer
- Spell checking the documents
- Creating and Managing Tables
- Preview and Printing a document
- Terminal Questions
- Feedback to in-text questions

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## **UNIT-6 MAIL MERGE**

- Introduction
- Objectives
- What is Mail Merge
- Concept of Mail Merging and its components
- Mail Merge Option of Word
- Merge Printing
- Conditional Merging
- Terminal Questions
- Feedback to In-text Questions

## **UNIT-7 ENTERING TEXT AND NUMBERS**

- The Microsoft Excel Window
- Worksheets

## **UNIT-8 ENTERING EXCEL FORMULAS AND FORMATTING DATA**

- Set the Enter Key Direction
- Perform Mathematical Calculations
- Perform Automatic Calculations
- Perform Advanced Mathematical Calculations
- Copy, Cut Paste and Cell Addressing

## **UNIT-9 CREATING EXCEL FUNCTIONS, FILLING CELLS, AND PRINTING**

- Using Reference Operators

## **UNIT-10 CREATING CHARTS**

- Creating Chart
- Pivot Table Primer
- Start with Raw Data
- The Pivot Table Wizard
- Dragging and Dropping Data
- Creating a second report
- Auto Formatting
- Pivoting
- Publishing Pivot Tables to the Web
- Pivot Charts
- More Advanced Pivot Table Options
- Advanced Options
- Linking Pivot Tables to External Sources
- Complimentary Excel Tools
- Excel and the internet
- Introduction into Microsoft PowerPoint
- Creating & Opening a presentation
- Opening an existing presentation

- Create a Blank Presentation
- Different Views that PowerPoint Demonstrates
- Adding Transitions to a slide show
- Microsoft Access Description
- Starting Microsoft Access
- Creating New and Opening Existing Database
- Create a database using the database wizard
- Create database without using the database wizard
- Tables
- Create a table from scratch in Design view
- Primary key
- Switching views
- Entering Data
- Manipulating Data
- Advanced table features w/Microsoft access
- Relationships
- Forms
- Create a form using the wizard
- Reports
- Create a Report using the Wizard
- Creating Mail Merge Labels using a wizard
- Internet

**Reference Book:** M.S. Rozera Deepak Rohilla

