S.S. Jain Subodh P.G. College

Autonomous Scheme

B.A / B.SC. /B.Com./Hons. III- Semester

Elementary Computer Applications

Nodal Department: Computer Science

Scheme of Examination

Paper Code	Paper Title	Credits	Max. Marks	Min. Marks
	Elementary Computer Applications	**02**	**50**	**20**

Internal Assessment: 15 Marks
End Semester Examination: 35 Marks
Time Duration: 2 hours
Total: 50 Marks

Paper Pattern:

Paper will have 35 multiple choice questions and remaining 15 marks based on Assignment will be evaluated.

Objectives:

- To introduce students to the fundamental principles of computer systems, including their structure, components, and software applications.
- To equip students with the ability to use word processing software to create, format, and customize documents effectively.
- To teach students how to organize, manipulate, and analyze data using spreadsheet software.
- To provide students with the knowledge to create and manage databases, and to design and deliver professional presentations.

Syllabus:

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 software: Features of MS Word, Tabs (Home, Insert, Page Layout, References, Mailings, Review, View, Design, Layout), Creating, Opening, Saving documents, Moving, Copying and Formatting Text, Header and Footer, Page Formatting, Find and Replace Text, Spell Checking and Grammar Checking, Insertion (Tables, Objects, Picture, Files etc.), Word Art, Customizing MS Word, Designing Pages, Mail Merge, Macro, Track Changes

UNIT III

Spreadsheet Software: Spreadsheet terminology, Organization of the Worksheet Area, Entering Information, Conditional Formatting, Moving, Copying, Inserting, Deleting Rows and Columns, Formatting Worksheet, Printing Worksheet, Charts, Using date, time, Cell Reference, Using statistical, mathematical and financial functions, Data Validation, Filter

UNIT IV

Database Management System: Creating and Editing tables, Entering Data into Database Tables, Viewing Records, Query, Forms and Reports.

Presentation Software: Anatomy of a power point Presentation, Creating and Viewing a Presentation. Managing Slideshows, Navigating through a Presentation. Using Hyperlinks, Advanced Navigation with Action Setting and Action Buttons, Organizing Formats with Master, Applying and Modifying Designs, Insertion (Graphics, Multimedia, Animation)

References:

1. "Computer Fundamentals" by P.K. Sinha
2. " Exploring Microsoft Office - 2023 Edition" by Kevin Wilson
3. "Database Systems: A Practical Approach to Design, Implementation, and Management" by Thomas M. Connolly and Carolyn E. Begg
4. "PowerPoint 2019 For Dummies" by Doug Lowe

Course Outcome:

By the end of this course, students will be able to:

- Understand the evolution of computers, identify different types of computers and memory, and differentiate between hardware and software components.
- Create, edit, and format documents in MS Word, including advanced features like mail merge, macros, and track changes
- Enter and manage data, apply functions, and create charts in spreadsheet software, as well as perform data validation and filtering.
- Create and edit tables, perform queries, and generate reports in a database, and design and manage presentations using multimedia and advanced navigation techniques.