

COMPUTER APPLICATION IST year

Paper B =50 Marks

Max Marks: Theory

Paper A=50 Marks

Practical:

Internal = 25 Marks

External = 25 Marks

Paper A (Computer Fundamentals)

Unit I: introduction to computers; Characteristics of computer, the computer generations, first generations, second generation, third generations, fourth generation, fifth generation, computer hardware and software.

Computer software and computer languages:

What is software, relationship between software and hardware, types of software, acquiring software, firmware, analogy with natural languages, Machine languages, Assembly languages, high languages, compilers, interpreters and characteristic of good language.

Unit II:- primary and secondary storage devices.

Storage location and addresses, storage capacity, RAM, ROM, PROM, EROM, CACHE Memory Registers, Sequential and direct access devices, punched paper tape, magnetic tape, tape cassettes and cartridges, Magnetic disk, floppy disk, Winchester disk, Magnetic drum, mass storage, optical disk, magnetic bubble Memory, charge coupled devices.

Basic Computer organization

Block diagram of computer, input unit, output unit, storage unit, arithmetic logic unit, control unit, central processing unit, and different characteristics of Memory.

Input and output devices:

Punched hole devices, punched cards, punched paper tape, magnetic media devices printers.

Character printers, line printers, page printer's keyboard devices.

Video display terminals, teleprinters terminals, point of sale terminals.

Scanners: optical scanners, magnetic ink character recognition. Other devices, Computer output microfilm, digitizers, plotters, voice recognition and response devices.

Unit III:- Number system

Non position number system, position number system, binary number system, octal number system, hexadecimal number system, converting from one number system to another

Converting from base 10 to a new base, shortcut method for binary to octal conversion shortcut method for octal to binary conversion, shortcut method for binary to hexadecimal, shortcut method for hexadecimal to binary conversion.

Computer codes and computer arithmetic

BCD code, EBCDIC, ASCII, Binary addition, subtraction, multiplication, division

Unit IV:- Introduction to MSDOS

Introduction to MS DOS as CUI operating system, DOS internal and external commands, batch text moving text, copying text, deleting text, saving file printing file, exiting the editor, introduction to file MS Windows (Desktop taskbar, start menu, icons, shortcuts, windows explorer introduction to UNIX)

Paper B (MS-Office-I)

Unit I: MS WORD BASICS

Introduction, objective, system requirements, working with word, MS word screen, creating a document, moving around the document, file operations, saving a file, creating a new file, opening a file, closing a file, creating a new file, opening a file, closing the file, editing the text, formatting the text-text color, text, border, positioning the characters, animations, Change case, moving the text, coping tile text, undo, redo and repeat function icons and short cut keys.

Unit II: Formatting

Introduction, objectives, paragraph, options paragraph alignment, line spacing, spacing between paragraphs, paragraph indents, borders and shading, paragraph border, page border, paragraph, shading, bullets and numbering, tap stop, find, replace and goto find replace, goto.

Spelling and grammars:

Spelling grammars, auto text, auto correct, word count, text background columns typing the text defining the columns.

Converting existing text to columns text converting columns text to regular paragraph

Unit III: Tables, inserting objects and paragraphs.

Tables – creating table, moving around the table, typing in the table, selecting the rows height and columns width, applying borders, sorting a table, table auto format, merging the cells, converting the table text and text to table, inserting objects, insert date and time, insert symbol, insert drawings, insert pictures, header/footer.

Mail Merge-creating main document, creating data source, editing the data source views, full screen rural, zooming, printing and protecting the document page set up, print preview, print. Protecting the document style template.

Unit IV: Invoking Microsoft power point, the initial screen, the standard toolbar, the formatting toolbar, the drawing palette. Slide layouts, change slide layout, getting slide, slide background, applying templates, power point views, built in wizards-using the autocontent wizard.

Practicals

Lab. Work based on the paper B (MS WORD, MS POWER POINT)

Books

Computer fundamentals by P.K/ Sinha

Computer fundamentals: by V. Rajaraman MS Office 97

