

COMPUTER APPLICATION

PAPER-A:

MAX.MARKS-50

(DATA PROCESSING AND FOX PRO)

Unit-1:

Introduction to DBMS, advantages the DBM, characteristics of data in a DBMS, Classification of DBMS.

- (i) File based
- (ii) Traditional
- (iii) Semantics
- (iv) Relational DBMS

1. introduction to RDBMS.

The database system environment, relational algebra-selection operation, projection operation set union, set difference, Cartesian product. Additional operation- natural join, intersection, quotient-join.

2. DDL, DCL, DML, security consideration in DBMS, ACCESS CONTROL.

1. Accessors (or subject)
2. Object to be accessed
3. Type of access required

Unit 2.

FOXPRO:

Loading FoxPro, exploring the FoxPro menu system, selecting menu system, creating a database file, entering records in a database file, listing contents of a database file, entering records in a database file, listing contents of a database file, using option with list, printing contents of a database file, listing selected fields, closing a database file with close databases. Adding more records with append records, searching for specific records with list, creating database file with create, other field types- NUMERIC, FLOAT, DATE, LOGICAL, MEMO, GENERAL.

UNIT 3:

Mathematical commands and functions, arithmetic operations, controlling decimal digits in results. Mathematic functions SQRT(), LOGARITHM-LOG() AND LOG (), INT(), FLOOR(), AND CEILING(),ABS()ROUND(),MIN()MAX(),BETWEEN()MOD() AND % EXPO SIGNO LENO mathematical commands.

Sum average, count using the multipurpose calculate command other fox pro functions future value of investment FVO present value of investment PVO.

Unit 4:

Programming with fox pro

What is a program (command) file? Creating a program file running a program (command) file, creating program file with modify command, Using D O: while- enddo, Making decision with if end- if using fox pro.

PAPER-B

MAX.MARKS-50

Unit-1:

Data Communication and Networks.
Introduction to computer networks, LAN, A WAN, S, MAN, S and INTER NET,
Advantages and disadvantages of network, types of networks emails, internets,
Internet.

Unit 2:

Corel Draw:
Introduction to Corel draw.(arrow tool) pick tools sharp tools zoom tool, freehand
Tool, circle tool, artistic text tool, outline tool, fill tool, scroll bar, color palette
Usage of ruler, creation of new file, creation of document. Changing the front of the
Documents, page zooming, changing the out line of the document, paragraph
Settings, creation of boxes, curve line, circle.

Unit 3:

Managing workbooks worksheets and windows using workbooks, creating new
Workbooks, opening exiting Workbooks, managing your workbook with Microsoft
Office, saving your workbook, closing a workbook managing worksheets, activating
Worksheets, scrolling the tabs, inserting and deleting worksheets, copying and
Moving worksheets, manipulating multiple worksheets, using meaningful worksheets
Names, working in more than one window, moving between windows, closing
Displayed windows Working inside worksheets.
All about cells, the active cell, selecting, multiple cells, types of cell data, entering
Editing and clearing cells, entries and edit, clearing a cell, navigating worksheets using
The moving directly to specific cells.
Basic skills.
Using formulas and functions:
Performing calculations with formulas, using the tools, sum, entering, a formula
Manually, editing formulas. Arithmetic operations in formulas. Order of calculation,
Joining text, when formulas return errors freezing values.

Unit-4:

Formatting worksheets
Working with fonts applying font formats, changing the default workbook font, tools
For setting fonts, adding cell border, understanding the border option, tools for applying
Borders, applying pattern and colors, alignment, items within cells-controlling
Horizontal alignment, controlling vertical alignment. Changing text appearance with

Text control, orienting text with alignment tools. Formatting numbers-using number Formats, understanding format symbols.

Graphics and Charts

Working with graphic objects-drawing graphic objects, manipulating objects- selecting object, moving the objects, resizing the objects, deleting the objects, using the object shortcut menu , renaming the object, using the object -adding the visual impact with colors and fills, shadows and shapes understanding object properties. Protecting objects, types of object-auto shape, rectangle and ovals, lines and arrows, text, boxes, linking object to cells. Creating linked picture ,creating freedom polygons, bringing text effects to your worksheets with word art.

PRACTICALS:

INTERNAL=25 MARKS

EXTERNAL=25 MARKS

LAB WORK FOCUSED ON FOXPRO, CORELDRAW, AND MS-EXCEL.