

## **DETAILED SYLLABUS OF COMPUTER APPLICATION**

### **Introduction to Information Technology**

#### **DETAILED SYLLABUS**

##### **UNIT 1: Introduction to Computer**

Definition of Computer, Components of Computer, Evolution, Generation, Classification of Computers, Application of Computers.

##### **UNIT 2: Computer Memory and Storage**

Representation of Data in Computer: Bits and Bytes, Computer Memory: Primary and Secondary memory.

##### **UNIT 3: Software and Multimedia**

Computer Software Basics, System Software, Application Software, Integrated Software, Multimedia.

##### **UNIT 4: Basic Hardware Components**

System unit, Power supply, Motherboard, Processor, Buses, I/O Ports and Connectors.

##### **UNIT 5: Introduction to Computer Networks**

Basics of Computer Networks, Network Topologies, Types of Network, Networking Devices.

##### **UNIT 6: Basics of Internet**

Internet Accessing, Electronic Mail; World Wide Web: Web Server, Web Browsers, Search Engines; Internet Security: Password, Viruses, Firewall; Application of Internet.

##### **UNIT 7: Introduction to Windows Operating System**

Introduction to Windows, Advantages of Windows, Control Panel, Windows Explorer, Creating Folders, Copying Files, Deleting Files using Recycle Bin; File Compression and Decompression Familiarizing Accessories: Word pad, Notepad, Media Player, Calculator, Disk Defragmenter, Paint, Games, Help.

### **UNIT 8: Word Processing Package**

Starting MS Word, Document Window and its Components, Creating a New Document, Saving a Document, Opening an Existing Document, Exiting MS-Word, Working with Text, Working with Paragraph, Copy, Cut and Paste, Page Setup, Inserting Picture, Creating Tables, Inserting and Deleting Rows, Columns and Cells.

### **UNIT 9: Spreadsheet Package**

Starting MS-Excel, Working with Toolbars, Row, Column and Cell, Working with Excel: Creating a New Workbook, Working with Cells and Fonts, Merging Cells, Inserting and Deleting Rows and Columns; Saving a Workbook, Closing a Workbook; Working with Formula and Working with Charts.

### **UNIT 10: Presentation Package**

Starting MS-PowerPoint, Components of PowerPoint Window, Creating a New Presentation, Working with Slides, Creating/Inserting New Slides, Deleting Existing Slides, Applying Design Templates, Applying Custom Animations, Applying Slide Transitions, Saving a Presentation, Running a Presentation, Closing a Presentation, Opening an Existing Presentation.

***N.B** : Practical classes shall be from **Unit 8, 9 and 10** only. Practical examination will be evaluated internally by the study centre and the marks out of 20 shall be submitted to the University in the same line as assignment of other subjects.*