

II B.A
Semester –III (Paper-III)
Computing Basics and its Applications I
Theory: 50 Practical: 40 Viva-Voce: 10 (Internal Assessment in Theory component only)

Unit-I

World of Computers: Characteristics of Computers, Evolution and Generation of Computers, Hardware and Software Components, Operating System: types, functions and characteristics. Examples: Windows etc., Networking basics and Internet Concepts.

Unit II

Advanced Concepts of Networks and Internet: Keywords: URL, IP address, Hyperlinks, Web pages, Home page, web sites, WWW, Dial-up, Broadband, Dedicated, ISP, Browser, DSL, DNS, Gateways, Chat rooms, Downloading and Uploading, Wi-Fi. Working with Microsoft Internet Explorer: Opening a web page, opening multiple browser windows, opening multiple tabs in a single browser windows and their management, working offline, deleting temporary files, exploring Internet Options, Net Etiquettes, Searching the Web: Meaning of Search Engines and Keywords,

Unit III

Database Management System (DBMS): Meaning and need of a database, Advantages, Limitations of databases, Applications of Database, Meaning and need of DBMS, Database Components: Tables, Rows, Columns, Attributes, Queries, Record, Primary Key, Foreign Key, Relationship between tables.

Unit IV

E-Typewriting: Meaning and uses of Touch Method (The student is required to achieve proficiency in e-typewriting with touch method of typewriting,) Method of speed calculation (The minimum accurate speed to be attained is 30 words per minute).

Unit V

Word Processing: Meaning of Word Processor, Need and Uses of Word Processing, Advantages and Limitations of Word Processing, Software used for Word Processing, Why MS-Word and which version? Starting Word: MS Word interface, opening a blank document, hiding and showing toolbars, templates. Working in Word: selecting text, editing text, finding and replacing text, formatting text, checking and correcting spellings, Justification and Alignment, Bullets and Numbering, Tabs, Paragraph formatting, Indent, Page Formatting, Header and Footer & Word Count. Working with a Document: Page Setup of a document, viewing a document, switching between documents, saving a document, print preview, printing document. Finishing Touch to a document: Inserting date and time, Special effects such as Bold, Scripts, etc., Inserting and deleting a comment, Inserting Clip Arts.
Note: The relevant short cut keys of MS Word to be discussed.

Suggested Readings

1. Absolute Beginner's Guide to Computer Basics, Michael Miller.
2. Fundamental of Computers, AkashSaxena, Kartika Gupta.
3. Fundamentals of Information Technology, Alexis and Mathew.
4. Computer Fundamentals, P.K. Sinha.
5. Principles of Typewriting, D.P. Bhatia and S.S. Sangal.
6. Microsoft Word 2010 Step by Step(Microsoft) by Joyce Cox and JoanLambert.
7. MS Word 2000 Thumb Rules and Details, Snigdha Banerjee.
8. Word 2010 All-in-One for Dummies, Doug Lowe and Ryan C. Williams.

GUIDELINES FOR THE CONDUCT OF PRACTICAL EXAMINATION

Computing Basics & Its Applications –I

Practical

Time: 35 Minutes (Excluding Viva-Voce)

Maximum Marks: 50

Ques No.	Description of Question	No. of Words	Marks	Time Allowed
1	E-Typewriting	300	20	5 Minutes
2	A Question on MS-Word comprising of simple formatting of passage/letter e.g. bold, italics, etc. Generate mail merge for the letter so created to send it to multiple recipients at the same time.	150	20	30 Minutes
	Total		40	35 Minutes
	Viva-Voce		10	
	Total Marks		50	

NOTE:

1. There will be no Internal Assessment in the Practical component of this paper.
2. 10 Minutes time may be given to the examiners for adjustment of computers before the practical.
3. The examinees will have to produce hard copies of above questions for evaluation.