

**SARDAR PATEL UNIVERSITY**  
**B.A. (Computer Application) Sem. 1 Generic Elective**

**UA01GCAP21 : Computer Fundamentals and Microsoft Office – I**  
**(Effect from June, 2018)**

**Total Credit: 3**

Unit	Description in Detail	Weightage (%)
I	<p><b>Components of a Computer System</b>            Computer Generations. Computer Hardware and Software. Difference Between Hardware and Software. Computer Characteristics and Applications. Types of Computer. Block Diagram of Digital Computer, Function and Purpose of its each part, Advantages Disadvantages of computer. Feature of PC(CPU, Mhz, RAM, Cache, HDD, Graphics Card) Know your Computer Configuration</p>	25%
II	<p><b>Input Output and Storage Devices</b>  <b>Input Devices:</b> Keyboard, Scanner, Joy Stick, Barcode Reader, Digital Camera, Microphone, Webcam, Pointing Devices (Mouse, Touchpad), Remote Control, Touch Screen, Magnetic Strip Readers, Card Readers, Video Camera, Etc.  <b>Output Devices:</b> Monitors (CRT, TFT, LCD, LED), Projector, Printers (Laser, Ink Jet, Dot Matrix, Bar Code), Plotters, Speakers. Uses of output devices stating the advantage and disadvantage of each.  <b>Memory and Mass Storage Devices:</b> Memory, Volatile Non-Volatile. Brief introduction of RAM, DRAM, SRAM, SDRAM, DDR SDRAM, ROM, PROM, EPROM, EEPROM, Cache Memory. Floppy Disc, Hard Disc, CD/DVD/BD, Memory Sticks/Pen Drives, Flash Memory Cards etc. Comparative Advantages and disadvantages of using different Backing Storage Media. Importance and need of Backup</p>	25%
III	<p><b>Word Processor-I</b>            Introduction of Word Processor, Basic Concept and Objectives of Word Processor. Starting of Word Processor. Opening, Closing, Savings, Printing, Previewing, Protecting, Importing, Exporting and Inserting Document.  <b>Typing and Editing</b>            Action with Mouse and through Keyboard i.e. Selecting text, Typing, Revising, Editing, Copying, Moving Text (Cut, Paste and Move). Typing Special Characters (Symbols). Use of Format Painter.  <b>Features:</b> Formatting Text i.e. Selection of Fonts, Font Styles, Size, Color, and Text Effects. Clear All Formatting. Paragraph Alignments, Line Spacing, and Paragraph Indents, Spacing before and after Paragraph, Formatting Paragraph. Inserting Pictures and Chart. Find and Replace text. Change Case. Tab Settings. Working with Columns(News Paper Style), Drop Cap, Auto Correct, Auto text, Bullets and Numbering.</p>	25%
IV	<p><b>Word Processor-II</b>            Spelling and Grammar. Creating and Use of Mail Merge. Printing Envelopes and Labels. Inserting SmartArt, Chart Shapes, Pictures, Comments, Date and Time. Hyperlinks, Text Box. Creating Macro.  <b>Page Design and Layout:</b> Page Setup, Paper Size, Orientation, Margins, Inserting Page Break, Page Numbers, Watermark, Page Color, Border and Shading, Headers, Footers.  <b>Tables:</b> Table Creation, Draw Table, Modification, Formatting, Sorting and</p>	25%

**Practical:** Practical are in Computer Laboratory on MS Word (Theory 50% + Practical 50%)

## Reference Books

- Computer course windows 7 and office 2010 by R,K. Taxali Publisher Tata McGrawHill.
- Computer fundamentals By Anita Goel Pearson Publication New Delhi.
- Sinha, P.K.(2004), “Computer Fundamentals”, 4<sup>th</sup> Ed.,BPB Publications
- Rajaraman,V, “Fundamentals of Computers”, PHI
- Leon Alex & Leon Mathews(1999), “Fundamentals of Information Technology”, Leon Techworld
- Norton , Peter (2001), “Introduction to Computers”, 4<sup>th</sup> Ed., TMH.
- Walters, E. Garrison Walters(2001), “The Essential Guide to Computing: The Story of Information Technology”, PHI
- Microsoft Office 2010 training guide By Prof. Satish Jain and M Geeta BPB Publication.