

SARDAR PATEL UNIVERSITY
B.A. (Computer Application) Sem. 1 Skills Enhancement
UA01SCAP21 : Computer Fundamentals, Windows & Presentation Package
(Effect from June, 2018)

Total Credit: 3

| Unit | Description in Detail | Weightage (%) |
|------|--|---------------|
| I | <p>Computer Fundamentals: Definition of Computer, Type of Computer, Use of Computer in Various field, Computer Generations, Hardware and Software. Computer Characteristics, Block Diagram of Digital Computer.</p> <p>Software: Definition of Software, System Software, Standard Software, Application Software, Device Drivers, Utility Software, High, Middle and Lower Level Languages, Compiler, Interpreter</p> | 25% |
| II | <p>Input, Output and Storage Devices: Input Devices: Keyboard, Scanner, Joy Stick, Barcode Reader, Digital Camera, Microphone, Pointing Devices (Mouse, Touchpad), Remote Control, Stylus, Touch Screen, Chip Readers, Projectors, Etc.</p> <p>Output Devices: Monitors (CRT, TFT, LCD, LED), Printers, Projectors, Plotters, Speakers.</p> <p>Storage Devices: Floppy Disc, CD, DVD, Blue Ray, Hard Disc, USB Pen Drive, Memory Cards etc.</p> | 25% |
| III | <p>Operating System: Windows: Introduction to Windows, Windows and GUI, Start Menu, My documents, Desktop, Recycle Bin, Notepad, Paint, Folder, Cut, Copy, Paste, Delete, Do-Undo, Device Manager, Disk Management, Format, Defragmentation, Task Manager, File Explorer, Search, Control Panel, Command Prompt,, Firewall, Taskbar</p> | 25% |
| IV | <p>Presentation Package: Introduction, Objectives, Creating Presentation, Slide Layout, New Slide, Creating Master Slide, Customized slide Show, Working with Text, Image, Audio and Video. Working with Action Button.</p> | 25% |

Practical: Windows and Presentation package (Theory 50% + Practical 50%)

Reference Books

- Computer fundamentals By Anita Goel Pearson Publication New Delhi.
- Sinha, P.K.(2004), "Computer Fundamentals", 4th 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", 4th Ed., TMH.
- Computer Application I, Vimal Pandya HK Arts College publications, Ahmedabad (Gujarati Edition)

