Computer Application Paper – VIII **(Discipline Specific Elective – Computer Application Group)**

Paper Code: UB04DCOM**34**   **Total Credit:** 3 (Theory + Practical)
Title of Paper: Computer Application Paper – VIII
Weightage of Marks : Theory(50%) + Practical(50%)

Objectives:
- To provide knowledge of Open source software specially open office, Gujarati language typing through IME Indic and Computer Virus and also computer security tools

I	**Introduction to Virus :** Introduction to Virus, The process of Infection, Classification of Virus, Viruses Prevention, Cure from Viruses, Introduction to Worms, Trojan Horses, Malwares, Spyware, Adware, Study of Various Antivirus Softwares.	25%
II	**Open Source:** Concept of Open Source, Various types of Open Source Software, Advantages and disadvantages of Open Source Software, Concept of GPL-General Public License, Difference between Licensed and GPL software. **Software in public domain:** Open source, Freeware, Shareware, Adware, Crippleware, Trialware, Nagware.	25%
III	**Open Source Software – Open Office :** What Is OpenOffice.org? What is Writer? What is Calc? What is Impress? What is Draw? **Using Writer** – Word Processor : Opening a Document, Laying Out the Page, Entering and Editing Text, Navigating Through Your Document, Viewing Your Words, Spelling It Correctly, Printing, Formatting your document – Font, Paragraph, Spacing, Inserting - Tables, Pictures, Borders, etc.	25%
IV	**Using Calc** : Creating Spread Sheet, Inputting your Data, Columns and Rows, Selecting Cells, Copying, Paste and Dragging Data, Formatting Numbers and Text **Using Impress** : What is Impress? Parts of the main Impress window, Working with views, Creating a new presentation, Formatting a presentation, Slide masters and style, Working with slide masters, Adding and formatting text, Creating tables, Adding graphics, spreadsheets, charts, and other objects, Adding comments to a presentation.	25%

Practicals: Practicals are based on above Units. (Weightage 50%) – Two Practical periods per week per batch

Reference Books
- Getting started with Open Office.org ooo Authors, http://www.odfauthors.org/openoffice.org/english/userguide3/published/
- Computer course windows 7 and office 2010 by R,K. Taxali Publisher Tata McGrawHill.
- Computer fundamentls 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.