

SARDAR PATEL UNIVERSITY
Programme: B.Sc (Home Science)
Semester: I
Syllabus with effect from: June-2011

Objectives:

- To familiarize with basics of computer.
- To develop basic skills of using computer.
- To develop basic understanding of computer system operation and information accessing tools.

Theory

Paper Code: UH01ECOM01		Total Credit: 1
Title Of Paper: Computer Basic		
Unit	Description in detail	Weighting (%)
I	History of Computer Early computing machines Generation of computers Classification of computers The computer system – Input-output Devices and data recording media Characteristics of a computer Basic applications of a computer Components of a computer system Computer peripherals Input Devices Output Devices Data recording media Primary memory Representing characters in memory Secondary memory Cache memory	30%
II	A .Computer Languages and communication technology. B.MS windows Introduction to window Desktop Window 95/98/Xp in brief Taskbar Component of start menu	20%
III	Data organization Windows explorer Basic components of window Controlling window sizes Shortcuts Window Accessories Notepad WordPad Paint Clipboard Calculator	20%



<p>IV</p>	<p>Microsoft word Features of word processor Introduction MS-word Creating / Saving / Opening / Closing document Editing and Formatting a Documents Selecting text Moving Text Moving the insertion point Formatting the document Inserting Text/Overtyping Text Headers and footers Inserting a line Using Grammar and spell check Deleting Text Using thesaurus Undo command Using Tab Redo command Newspaper style columns Copying Text Printing & document Word art Inserting word art Inserting clipart Drawing art objects Bullets and numbering Find and replace Mail merge Inserting Tables</p>	<p>30%</p>
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