

Course Code:	FUNDAMENTALS OF COMPUTER AND MS-OFFICE	L-2 T-0 P-0 C-2
Course Outcomes:	On completion of the course, the students will be:	
CO1.	Understanding the peripheral devices and computer generations.	
CO2.	Understanding the concepts of Internet, Web resources and MS-DOS.	
CO3.	Understanding the basic functions of Microsoft word and excel.	
CO4.	Understanding the basic functions of Microsoft Power-Point & creating the presentation.	
Course Content:		
Unit-1:	<p>Computer Basics: Introduction and definition of computer, Computer Generations, Characteristics of Computer, Advantages and Limitations of computer, Classification of computers, Functional components of a computer system (Input, CPU, Storage and Output Unit), Types of memory (Primary and Secondary).</p> <p>Computer Hardware: Input Devices - Mouse, Bar Code Reader, Keyboard, Scanner, Joystick; Output Devices -VDU, Printer, Plotters, Types of Computer Software.</p>	7 Hours
Unit-2:	<p>Introduction of Internet: History of internet, Web Browsers, Searching and Surfing, Creating an E-Mail account, sending and receiving E-Mails.</p> <p>MS-DOS: Operating System, Basic Concepts of Operating System, Introduction of MS-DOS, Internal Commands - VOL, VER, DATE, TIME, CLS, DIR, CD, MD, PROMPT, TYPE, COPY, COPYCON; External Commands - MOVE, MORE, FIND, ATTRIB, TREE, DELTREE, EDIT, FORMAT.</p>	7 Hours
Unit-3:	MS-WORD: Starting MS WORD, Creating and formatting a document, Changing fonts and point size, Table Creation and operations, Autocorrect, Auto text, spell Check, Word Art, Creating Shapes and Charts, Inserting objects, Page setup and margins, Page Preview, Printing a document, Macros, Mail Merge.	8 Hours
Unit-4:	<p>MS-EXCEL: Starting Excel, Work sheet, cell inserting Data into Rows / Columns, Alignment, Text wrapping, Sorting data, Auto Sum, Use of functions, Cell Referencing form, Generating graphs, Worksheet data and charts with WORD, Creating Hyperlink to a WORD document, Page setup and margins, Print Preview, Printing Worksheets.</p> <p>MS-ACCESS: Maintaining Database by creating Tables, Queries, Reports and Forms.</p>	7 Hours

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Research Centre, Moradabad

Unit-5:	MS-POWERPOINT: Starting MS-Power Point, Creating a presentation using auto content Wizard, Blank Presentation, creating, saving and printing a presentation, Adding a slide to presentation, Navigating through a presentation, slide sorter, slide show, editing slides, Using Clipart, Word art gallery, Adding Transition and Animation effects, setting timings for slide show, preparing note pages, preparing audience handouts, printing presentation documents.	7 Hours
<u>Text Books:</u>	1. Sinha P.K., Computer Fundamentals, BPB Publishing.	
<u>Reference Books:</u>	1. Leon A. & Leon M., Introductions to Computers, Vikas Publication. 2. Norton Peter, Introductions to Computers, TMH Publication. 3. Price Michael, Office in Easy Steps, TMH Publication. 4. O'Leary Timothy, O'Leary Linda, Microsoft Office ,TMH Publication. * Latest editions of all the suggested books are recommended.	
<u>Additional Electronic Reference Material:</u>	1. https://learnengineering.in/computer-fundamentals-by-p-k-sinha-free-download/ 2. https://www.examveda.com/computer-fundamentals/practice-mcq-question-on-computer-fundamental-miscellaneous/ 3. https://www.sanfoundry.com/1000-computer-fundamentals-questions-answers/	

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