



**AKKINENI NAGESWARA RAO COLLEGE:: GUDIVADA**  
(An Autonomous college under the jurisdiction of Krishna University, Machilipatnam)

**I Year I Semester**

**LIFE SKILL COURSE**

(for the batch of students admitted from 2020-21)

**BASIC COMPUTER APPLICATIONS**

(30 hrs. of Teaching Learning)

**Objectives:**

This course aims at providing exposure to students in skill development towards basic office applications.

**Course Learning Outcomes:**

After successful completion of the course, student will be able to:

1. Demonstrate basic understanding of computer hardware and software.
2. Apply skills and concepts for basic use of a computer.
3. Identify appropriate tool of MS office to prepare basic documents, charts, spreadsheets and presentations.
4. Create personal, academic and business documents using MS office.
5. Create spreadsheets, charts and presentations.
6. Analyze data using charts and spreadsheets.

**Unit-I: (08 hrs)**

**Basics of Computers:** Definition of a Computer - Characteristics of computers, Applications of Computers – Block Diagram of a Digital Computer – I/O Devices, hardware, software human ware, application software, system software, Memories - Primary, Auxiliary and Cache Memory.

**MS Windows** – Desktop, Recycle bin, My Computer, Documents, Pictures, Music, Videos, Task Bar, Control Panel.

**Unit-II: (08 hrs)**

**MS-Word:** Features of MS-Word - MS-Word Window Components - Creating, Editing, Formatting and Printing of Documents – Headers and Footers – Insert/Draw Tables, Table Auto format – Page Borders and Shading – Inserting Symbols, Shapes, Word Art, Page Numbers, Mail Merge.

**Unit-III: (10 hrs)**

**MS-Excel :** Overview of Excel features – Creating a new worksheet, Selecting cells, Entering and editing Text, Numbers, Inserting Rows/Columns – Changing column widths and row heights, Formulae, Referencing cells , Changing font sizes and colors, Insertion of Charts, Auto fill, Sort.

**MS-PowerPoint:** Features of PowerPoint – Creating a Presentation - Inserting and Deleting Slides in a Presentation – Adding Clip Art/Pictures -Inserting Other Objects, Audio, Video - Resizing and scaling of an Object – Slide Transition – Custom Animation.

## **RECOMMENDED CO-CURRICULAR ACTIVITIES: (04 hrs)**

(Co-curricular activities shall not promote copying from textbook or from others work and shall encourage self/independent and group learning)

1. Assignments (in writing and doing forms on the aspects of syllabus content and outside the syllabus content. Shall be individual and challenging)
2. Student seminars (on topics of the syllabus and related aspects (individual activity))
3. Quiz, Group Discussion
4. Solving MCQ's available online.
5. Suggested student hands on activities:
  - Create two folders, Rename the folder, create two files each using notepad and paint, move the files from one folder to another folder, delete a file you have created, copy and paste text within notepad.
  - Create a letter head for your college with watermark, your resume, visiting card, brochure for your college activity, organization chart for your college, any advertisement, Prepare your Class timetable.
  - Prepare your mark sheet, Prepare your class time table, Prepare a salary bill for an organization, Sort the bill as per the alphabetical order of the names, Get online weather data and analyze it with various charts.
  - Create a PowerPoint presentation for a student seminar.

## **REFERENCE BOOKS:**

1. Reema Thareja, Fundamentals of Computers, Oxford University Press, India
2. Working in Microsoft Office – Ron Mansfield -TMH.
3. MS Office 2007 in a Nutshell – Sanjay Saxena – Vikas Publishing House.
4. Excel 2020 in easy steps-Michael Price – TMH publications



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## **I YEAR I SEMESTER**

### **LIFE SKILL COURSE**

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## **BASIC COMPUTER APPLICATIONS**

### **BLUE PRINT**

#### **Section A (4 x 5= 20 marks)**

- 4 questions to be answered out of 8 questions
- 1 question must be given from each unit.

#### **Section B (3 x 10 = 30 marks)**

- 3 questions to be answered out of 5 questions
- 1 question must be given from each unit.

An illustration is given below.

	<b>SECTION A</b>	<b>SECTION B</b>	<b>TOTAL MARKS</b>
<b>UNIT I</b>	<b>4</b>	<b>2</b>	<b>40</b>
<b>UNIT II</b>	<b>2</b>	<b>1</b>	<b>20</b>
<b>UNIT III</b>	<b>2</b>	<b>2</b>	<b>30</b>
	<b>8</b>	<b>5</b>	<b>90</b>



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**BASIC COMPUTER APPLICATIONS**  
**Model Paper**

**Time: 1 1/2 hrs (90 Minutes)**

**Max. Marks: :50**

**Section – A**

Answer any **FOUR** of the following questions

**4 X 5 = 20M**

1. Define Computer.  
కంప్యూటర్ను నిర్వచించండి.
2. Explain Computer Applications.  
కంప్యూటర్ అప్లికేషన్లను వివరించండి.
3. Give a brief description about Memory.  
మెమరీ గురించి వివరణ ఇవ్వండి.
4. Explain Computer Hardware.  
కంప్యూటర్ హార్డ్వేర్ గురించి వివరించండి.
5. Explain the features of MS-WORD.  
MS-Word లక్షణాలు తెలపండి.
6. Explain how to insert Header and footer in MS-Word.  
MS-Wordలో హెడర్ మరియు ఫుటర్ను ఎలా అమరుస్తారు.
7. Define Custom animation in MS-POWERPOINT.  
MS-Powerpoint లో కస్టమ్ యానిమేషన్ల గురించి వివరించండి.
8. Explain about Referencing Cells in MS-EXCEL.  
MS-Excel లో రిఫరెన్సింగ్ సెల్స్ గురించి తెలపండి.

**Section – B**

Answer any **Three** of the following questions:

**3 X 10 = 30M**

9. Give a brief description on block diagram of a Computer.  
కంప్యూటర్ బ్లాక్ డయాగ్రామ్ గురించి వివరణ ఇవ్వండి.
10. Define Memory and explain the classification of Memory.  
మెమరీని నిర్వచించి మరియు మెమరీ యొక్క వర్గీకరణను తెలపండి.
11. Give a brief description on MS-WORD WindowComponents.  
MS-Word విండోలోని వివిధ విభాగాల గురించి వివరించండి.
12. Explain the process of Adding Clipart/images and Inserting Audio, Video and Objects.  
క్లిప్ ఆర్ట్ / ఇమేజ్స్ అనుసంధానించుట మరియు ఆడియో, వీడియోను అమర్చే విధానాన్ని వివరించండి.
13. Give a brief description on MS-EXCELfeatures.  
MS-Excel లక్షణాల గురించి వివరించండి.