

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 acomputer.
- 3. Identify appropriate tool of MS office to prepare basic documents, charts, spreadsheets and presentations.
- 4. Create personal, academic and business documents using MSoffice.
- 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 CacheMemory.

MS Windows – Desktop, Recyclebin, 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.

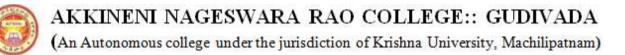
RECOMMENDED CO-CURRICULAR ACTIVITIES: (04 hrs)

(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 andoutside the syllabus content. Shall be individual and challenging)
- 2. Student seminars (on topics of the syllabus and related aspects (individualactivity))
- 3. Quiz, GroupDiscussion
- 4. Solving MCQ's availableonline.
- 5. Suggested student hands onactivities:
 - 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 withinnotepad.
 - 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 variouscharts.
 - Create a PowerPoint presentation for a studentseminar.

REFERENCE BOOKS:

- 1. ReemaThareja, 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 PublishingHouse.
- 4. Excel 2020 in easy steps-Michael Price TMHpublications



I YEAR I SEMESTER

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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.

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

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Model Paper

Time: 1 1/2 hrs (90 Minutes)

Max. Marks: :50

4 X 5 = 20 M

<u>Section – A</u>

Answer any FOUR of the following questions

- Define Computer. కంప్యూటర్ను నిర్వచించండి.
- Explain Computer Applications. కంప్యూటర్ అప్లికేషన్నును వివరించండి.
- 3. Give a brief description about Memory. మెమరీ గురించి వివరణ ఇవ్వండి.
- Explain Computer Hardware.
 కంప్యూటర్ హార్డువేర్ గురించి వివరించండి.
- 5. Explain the features of MS-WORD. MS-Word లకణాలు తెలపండి.
- 6. Explain how to insert Header and footer in MS-Word. MS-Wordలో హెడర్ మరియు ఫుటర్ను ఎలా అమరుస్తారు.
- 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 thefollowingquestions:

 $3 \times 10 = 30 M$

- 9. Give a brief description on block diagram of a Computer. కంప్యూటర్ బ్లాక్ డయాగ్రమ్ 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 ఆర్టు / ఇమేజస్ అనుసంధానించుట మరియు ఆడియో, వీడియోను అమర్చే విధానాన్ని వివరించండి.
- 13. Give a brief description on MS-EXCEL features. MS-Excel లకణాల గురించి వివరించండి.