I. B.Com General (I Semester)

Paper 103 : Fundamentals of Information Technology   [PPW :4+3 Hours]

Unit - I: Introduction to computers:

Definition, Characteristics and limitations of computers - Elements of Computers - Hardware - CPU - Primary and Secondary memory - Input and Output devices.

Unit -II: Operating System:

Meaning, Definition, Functions and Types of Operating Systems - Booting process - Windows operating system - Desktop: Start menu - Control panel - Windows accessories.

Unit -III: Basics of Word Processing:

Word Processing: Meaning and features of Word processing - Advantages and applications of word processing - Parts of MS Word: application window - Toolbars - Creating, Saving and closing a document - Opening and editing a document - Moving and copying text - Text and paragraph formatting, applying Bullets and Numbering - Find and Replace. Date and Time, Headers, Footers and Page Breaks - Auto Correct - Spelling and Grammar checking - Graphics- Mail merge - Working with Tables.

Unit -IV: Basics of Spread Sheet / Worksheet:

workbook, cell, cell pointer, cell address etc., - Parts of MS Excel window - Saving, Opening and Closing workbook - Insertion and deletion of worksheet -Formatting - Auto Fill -Formulas and its advantages - different types of functions available in Excel - Templates -Charts - Graphs

Unit -V: PowerPoint and Inter

Basics of Presentation Software - MS PowerPoint: Features, advantages and application of MS Power point - Internet - Features of Internet - Types - WWW - E-Mail - Advantages and Disadvantages.

Text Books:

1. Fundamentals of IT for Business by RemaThareja, 2015 Oxford University Press.
2. Fundamentals of Computers: V. Srinivas, Kalyani Publications.

References Books:

1. Fundamentals of Computers, by V.Rajaraman, PHI, Fifth Edition, April 2010
2. Dennis P. Curtin, Information Technology, McGraw Hill International
3. AtulKahate, Fundamentals of Computers, Tata McGraw Hill
4. E-Commerce: CSV Murthy, Himayalaya Publishing House
5. Raymond Green Law: Fundamentals of the Internet, Tata McGraw Hill
6. EfraimTurban :Electronic Commerce, Pearson Education
7. E-Commerce,E-Business :C.S.Rayudu ,Himalaya Publishing House
8. Morley, Understanding Computers, Cengage

*****

Signature of the
Chairman (B.O.S.)
(20..............Exams)

2-1-105

MODEL QUESTION PAPER
THREE YEAR B Com [Gen] DEGREE EXAMINATIONS
FIRST SEMESTER (CBCS)
Paper - 103 : Fundamentals of Information Technology
(Semester Pattern w.e.f. 2015-16)

Time: 3 Hours   Max. Marks: 75

Section A
Answer any **Five** of the following Questions

(5 x 3 = 15 Marks)

1. (a) Define Computer
   (b) CPU
   (c) Operating System
   (d) Control Panel
   (e) Parts of MS-Word
   (f) Spread sheet
   (g) WWW
   (h) Internet

Section - B
Answer any ONE Question from each unit.

(5 × 12 = 60 Marks)

UNIT I

2. Explain the Organization of computer?
3. Explain about various input and output devices used in a computer?

UNIT – II

4. Explain various functions of Operating System?
5. Explain Windows Operating System?

UNIT – III
6. What are the features and advantages of word processing?
7. Describe the concept of Mail-Merge

UNIT – IV
8. What are the different types of Functions available in Excel?
9. What are the various charts in Excel?

UNIT – V

10. What are the features and advantages of MS-PowerPoint?
11. What are the advantages and disadvantages of E-Mail?

R. P 23/9/15
Chairman BOS

Signature of the
Chairman (B.O.S.)
(20...............Exams)