FOUNDATION COURSE

SKILL ENHANCEMENT COURSE
INFORMATION & COMMUNICATION TECHNOLOGY

Paper Title : Computer Fundamentals and Office Tools
Common for BA/BCom/BSc/BBA/BCA Programmes

II SEMESTER - W.E.F. 2015-16

Unit-I : Basics of Computers   **10 Hours**

        Definition of a Computer - Characteristics and Applications of Computers – Block Diagram of a Digital Computer – Classification of Computers based on size and working – Central Processing Unit – Input, Output and I/O Devices – Primary, Auxiliary and Cache Memory – Memory Devices – Software, Hardware, Firmware and People ware – Definition and Types of Operating System – Functions of an Operating System – MS-DOS – MS-Windows – Desktop, Computer, Documents, Pictures, Music, Videos, Recycle Bin, Task Bar – Control Pane

Unit-II : MS-Word   **10 Hours**

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, Equations – Spelling and Grammar – Thesaurus – Mail Merge

Unit-III : MS-PowerPoint   **10 Hours**

Features of PowerPoint – Creating a Blank Presentation - Creating a Presentation using a Template - 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

Unit-IV : MS-Excel   **10 Hours**

Overview of Excel features – Creating a new worksheet, Selecting cells, Entering and editing Text, Numbers, Formulae, Referencing cells – Inserting Rows/Columns – Changing column widths and row heights, auto format, changing font sizes, colors, shading and attributes – Data Sorting and Filters – Functions – Functions requiring Add-ins, Functions by category – Creating different types of Charts – Instant charts with the Chart wizard – Printing, Deleting charts

Unit-V : MS-Access   **10 Hours**

Overview of MS-Access – Creating a Simple Database and Tables – The Access Table Wizard – Creating Database Tables without the wizard – Field Names, Data Types and Properties – Entering and Editing Data: Adding Records, Finding, Sorting and Displaying Data: Queries and Dynasets – Creating and using select Queries – Relational Databases: Types of Relationships, Creating and Deleting Relationships – Printing Reports: Simple table, Form and Database printing

Reference Books :
1. Fundamentals of Computers by V.Raja Raman, Publishers : PHI
2. Fundamentals of Computers by Reema Thareja, Publishers : Oxford University Press, India
3. Microsoft Office 2010 Bible by John Walkenbach, Herb Tyson, Michael R.Groh and Faithe Wempen, Publishers : Wiley

Code No:

SRI VENKATESWARA UNIVERSITY: TIRUPATI

II SEMESTER – 2015-16 ACADEMIC YEAR

Foundation Course

ICT (Information and Communication Technology)-1

Time: 2 Hours   **Max. Marks: 50**

Note: This question paper contains two parts A and B.
   Part A is compulsory which carries 10 marks. Answer any five of the following
      questions in Part A.
   Part B consists of 5 Units. Answer any one full question from each unit.
      Each question carries 8 marks

PART - A
Answer any Five of the following. All questions carry equal marks
5 x 2 = 10 Marks

1. Give a note on are cache memory, secondary memory and Auxiliary memory?
2. What is software and hardware?
3. What are the features of MS-Word?
4. What are the features of PowerPoint?
5. Write a note on filters in MS-Excel?
6. What are the different functions in MS-Excel?
7. What are the uses of queries in MS-Access?
8. What are the data types available in MS-Access

Part – B
Answer one question from each Unit. All questions carry equal marks
5 x 8 = 40 Marks
UNIT - I
9. Draw the block diagram of the Digital computer and explain its components?
10. Define Operating system? Explain the types of operating system with their functions
UNIT - II

11. Explain the concept of mail merge with an illustration
12. Explain the features of format menu in MS-Word
UNIT - III
13. How to create a Presentation using a template? Explain with an example?
14. How to insert audio and video objects in Presentation? Explain with an example?
UNIT - IV

15. Discuss the purpose, features and applications of MS-Excel?
16. Discuss about the different types of charts with an example?
UNIT - V

17. How to create a Simple Database? Explain?
18. Explain the types of relationships, creating and deleting relationships in Relational
   Databases.