

SRI VENKATESWARA UNIVERSITY
LIFE SKILL COURSE for B.A. / B.Com. / B.Sc.
FIRST SEMESTER
BASIC COMPUTER APPLICATIONS
Under CBCS W.E.F. 2020-2021

Semester	Course Code	Course Title	Hours	Credits
I	Life skill course	BASIC COMPUTER APPLICATIONS	30	2

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 spread sheets.

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
 - a. 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 time table.
 - 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. Working in Microsoft Office – Ron Mansfield - TMH.
2. MS Office 2007 in a Nutshell –Sanjay Saxena – Vikas Publishing House.
3. Excel 2020 in easy steps-Michael Price – TMH publications

SRI VENKATESWARA UNIVERSITY, TIRUPATI

MODEL QUESTION PAPER

LIFE SKILL COURSE for B.A. / B.Com. / B.Sc.

W.E.F. 2020-21

Semester I - BASIC COMPUTER APPLICATIONS

Section -A

Time: 1 1/2 hrs (90 Minutes)

Max. Marks: 50

Answer any four questions. Each answer carries 5 marks (Total: 4X5=20 M)

1. Define Computer. What are the characteristics of a computer?
2. Write about block diagram of computer.
3. What is software? Write short notes on different types of software's.
4. Write short notes on MS-Word Window Components.
5. Explain header & footer in detail.
6. Write short notes on Creating a new worksheet, selecting cells & editing text
7. Explain briefly about features of excel?
8. Explain Inserting , deleting of Slides and custom animation in presentation

Section- B

Answer any three questions. Each answer carries 10 marks (Total:3X10=30 M)

9. What is memory? Explain different types of memories?
10. Write short notes on A) Desktop B) My computer C) Recycle bin
11. Explain step by step procedure to create student mark list using mail merge.
12. Explain briefly about Inserting Rows/Columns –Changing column widths and row heights, Formulae,
13. Design a presentation about your college describing about courses offered, Infrastructure by inserting images, audio, video and use animations.