BAIT
Exam. Code : IT

Introduction to Information Technology

(Optional Course)

Semester-V

COMPUTER APPLICATION



KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

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COURSE INTRODUCTION

This course of "***Introduction to Information Technology***" has been designed in such a way that it can be used as a self-learning material for obtaining basic knowledge and understanding of various components (hardware as well as software) of a computer system. All units presented in the course are illustrated with suitable examples wherever required. These enable the learners to understand the concepts easily and to use the book effectively for self-learning.

This course material has 10 essential units.

Unit 1 provides an introduction to computers. This unit discusses what this versatile tool is, why it is so useful, what its applications are, and how it has evolved to become a powerful tool for all types of uses. This unit also elucidates the basic components and classifications of computer.

Unit 2 lists various computer memory, storage devices and their uses.

Unit 3 is on software and multimedia. This unit explains the type of computer software and about multimedia.

Unit 4 discusses some essential hardware components associated with a computer system. Motherboard, processor, buses, ports and connectors are discussed in this unit.

Unit 5 provides an introduction to computer networks. This unit briefly discusses network topologies, network categories and networking devices.

Unit 6 focuses on Internet technologies. It explains how to access Internet and about WWW, Web browser, Search engines etc.

Unit 7 provides an introduction to operating system. This unit mainly discusses the features of Windows operating system.

Unit 8 highlights the importance of Word Processors. This unit explains how to create Word document and also provides details about how to work with *MS-Word*.

Unit 9 explains the advantage of using Spreadsheet packages. This unit describes how to create and work with Worksheets in *MS-Excel*.

Unit 10 is the last unit of this course. This is on Presentation package, *Microsoft PowerPoint*. This unit explains the need for creating presentations and provides an introduction to *MS-PowerPoint*.

While going through a unit, you will notice some along-side boxes, which have been included to help you in understanding some of the difficult, unseen terms. At the end of each section, you will see "Check Your Progress" questions. These are designed to self-check your progress of study. It will be better if you solve the problems put in these boxes immediately after you go through the sections of the units and then match your answers with "Answers To Check Your Progress" given at the end of each unit.

DETAILED SYLLABUS

Total Marks: 100

UNIT 1: Introduction to Computer (Marks: 10) Page no: 7-27
Definition of Computer, Components of Computer, Evolution, Generation, Classification of Computers, Application of Computers.

UNIT 2: Computer Memory and Storage (Marks: 10) Page no: 28-42
Representation of Data in Computer: Bits and Bytes, Computer Memory: Primary and Secondary memory.

UNIT 3: Software and Multimedia (Marks:8) Page no: 43-56
Computer Software Basics, System Software, Application Software, Integrated Software, Multimedia.

UNIT 4: Basic Hardware Components (Marks: 10) Page no: 57-68
System unit, Power supply, Motherboard, Processor, Buses, I/O Ports and Connectors.

UNIT 5: Introduction to Computer Networks (Marks: 12) Page no: 69-89
Basics of Computer Networks, Network Topologies, Types of Network, Networking Devices.

UNIT 6: Basics of Internet (Marks: 8) Page no: 90-101
Internet Accessing, Electronic Mail; World Wide Web: Web Server, Web Browsers, Search Engines; Internet Security: Password, Viruses, Firewall; Application of Internet.

UNIT 7: Introduction to Windows Operating System (Marks: 8) Page no: 102-125
Introduction to Windows, Advantages of Windows, Control Panel, Windows Explorer,Creating Folders, Copying Files, Deleting Files using Recycle Bin; File Compression and DecompressionFamiliarizing Accessories: Word pad, Notepad, Media Player, Calculator, Disk Defragmenter, Paint, Games, Help.

UNIT 8: Word Processing Package (Marks: 12) Page no: 126-156
Starting MS Word, Document Window and its Components, Creating a New Document, Saving a Document, Opening an Existing Document, Exiting MS-Word, Working with Text, Working with Paragraph, Copy, Cut and Paste, Page Setup, Inserting Picture, Creating Tables, Inserting and Deleting Rows, Columns and Cells.

UNIT 9: Spreadsheet Package **(Marks: 12)** **Page no: 157-173**

Starting MS-Excel, Working with Toolbars, Row, Column and Cell, Working with Excel: Creating a New Workbook, Working with Cells and Fonts, Merging Cells, Inserting and Deleting Rows and Columns; Saving a Workbook, Closing a Workbook; Working with Formula and Working with Charts.

UNIT 10: Presentation Package **(Marks: 10)** **Page no: 174-188**

Starting MS-PowerPoint, Components of PowerPoint Window, Creating a New Presentation, Working with Slides, Creating/Inserting New Slides, Deleting Existing Slides, Applying Design Templates, Applying Custom Animations, Applying Slide Transitions, Saving a Presentation, Running a Presentation, Closing a Presentation, Opening an Existing Presentation.

N.B : *Practical classes shall be from* ***Unit 8****,* ***9*** *and* ***10*** *only. Practical examination will be evaluated internally by the study centre and the marks out of 20 shall be submitted to the University in the same line as assignment of other subjects.*