

# Munshi Singh College Motihari

## Syllabus for Basic Level Computer Knowledge

(Compulsory Paper for TDC students of  
Arts, Science & Commerce at Entry  
level)

(To be taught and evaluated internally)

### Introduction

1. What is computer
2. Its importance today
3. Need for computer literacy
4. Features of computer
5. Basic Applications of computer

### Components of Computer System

- CPU (Central Processing Unit)
- Keyboard & Mouse
- Other input & output devices
- Computer Memory
- Concepts of Hardware & Software

### Classifications of computers

### Representation of data/information concepts of data processing

- Definition of Information and data
- Basic data types
- Storage of data/Information as files

### Introduction to Windows

- What is an operating system & basics of Windows

- **The User Interface:**
- Using Mouse & Moving Icons on the screen
- My Computer Icon
- Recycle Bin
- Status Bar, Start and Menu & Menu selection
- Running an Application
- Windows Explorer, Viewing of File, Folders & Directories
- Creating & Renaming of Files & Folders
- Opening and Closing of different Windows

### Windows Setting:

- Control Panels
- Wall Paper & Screen Savers
- Setting the date & sound
- Concept of menu using Help

### Advanced Windows

- Using right Button of the Mouse
- Creating Short cuts
- Basics of Window Setup
- Notepad
- Window Accessories

**Practical:** More stress is on practical. Allow the student freely the computer experience each command rather than explaining in a theory class.

### Elements of Word Processing

#### a. Word Processing Basic

1. An Introduction to Word Processing
2. Opening Word Processing Package
3. Using the Help

4. Using the Icons below documents
- b. Opening Documents and Closing documents**
  1. Opening Documents
  2. Save and Save AS
  3. Page Setup
  4. Printing of Documents
  5. Display / Hiding of Paragraph Marks and Inter Word Space
- c. Moving Around in a Document**
  1. Scrolling the Document
  2. Scrolling by line / paragraph
  3. Fast Scrolling and Moving Pages
- d. Using a Document / Help Wizard**
- e. Text Creation and Manipulation**
  1. Paragraph and Tab Setting
  2. Text Selection
  3. Cut, copy and paste
  4. Font and Size selection
  5. Bold Italic and Underline
  6. Alignment of Text: Center, Left, right and Justify
- f. Formatting the Text**
  1. Changing font, Size and Color

2. Paragraph indenting
3. Bullets and Numbering
4. Use of Tab and Tab setting
5. Changing case
- g. Handling Multiple Documents**
  1. Opening and closing of Multiple documents
  2. Cut Copy and Paste across the documents
  3. Saving of Clip boards
- h. Table Manipulation**
  1. Concept of table: Rows Columns and Cells
  2. Draw Table
  3. Changing cell Width and Height
  4. Alignment of Text in Cell
  5. Copying of cell
  6. Delete / insertion of row and columedns
  7. Borders for Table
- i. Printing**
  1. Printing
  2. Print Preview
  3. Print a selected page

## **Communication & Internet**

- a. Basic of Computer networks**
  1. LAN
  2. WAN

**b. Internet**

1. Concept of Internet
2. Application of Internet

**c. Service on Inter Net**

1. WWW and web-sites
2. Electronic mails
3. Communication on Internet

3. Saving mails

4. Sending same mail to various users

**b. Document handling**

1. Sending soft copy as attachment
2. Enclosures to email
3. Sending a Portion of document as email

**Web Browsers**

**a. Web Browsing software**

1. Internet Explorer
2. Netscape Communicator

**b. Surfing the Internet**

1. Giving the URL address
2. Search
3. Moving Around in a web-site
4. Printing or saving portion of web pages
5. Down loading

**c. Chatting on Internet**

**Basics of electronic mail**

1. What is an Electronic mail
2. Email addressing
3. Mailbox: Inbox and outbox

**a. Using Emails**

1. Viewing an email
2. Sending an Email

**Making Small Presentations**

**a. Basic**

1. Difference between presentation and document
2. Using Power Point
3. Opening a Power Point Presentation
4. Using Wizard for creating a presentation

**b. Creation of Presentation**

1. Title
2. Text Creation
3. Fonts and Sizes
4. Bullets and indenting
5. Moving to Next Slide

**c. Preparation of Slides**

1. Selection of type of Slides
2. Importing text from word documents

3. Moving to next Slide
4. The Slide manager

**d. Providing aesthetics**

1. Slide Designs
2. Background and Text colors
3. Making your own slide format
4. Footnotes and slide numbering

**e. Slide Manipulation and Slide Show Presentation of the Slides**

1. Using the Slide Show
2. Printing the Slides and Handouts

**Methodology:** Through Practical classes students shall be exposed to learning computer practically. Rather than too much explaining students will be provided sufficient access to computer lab.

**Examination:** Students shall appear at Written and Practical tests at the end of the session which will be conducted internally by the Department of BCA.

**(Prepared by the college experts for Curriculum Designing)**