

APPLICATION OF COMPUTERS

UNIT I

Computer definition – Areas of application – Advantages & disadvantages – Hardware features – block diagram of a computer – Input, Output devices – Memory concepts – Primary storage – Secondary storage – Storage devices.

PC configuration- Introduction to software – definition – types – Role of software, Language classification – defining Compiler, Assembler & Interpreter.

UNIT II

Introduction to operating system – definition – classification – features of MS-DOS – external commands- internal commands-use of directory-creating new directory & sub directories – using TIME, DEL, COPY, REN, DATE, CD commands – using FORMAT, LABEL, TREE, BACKUP, RESTORE commands.

UNIT III

Introduction to MS-word – Formatting a text- changing the font size, type style – spelling & grammar check- aligning the text- left, right, center, justified – use of paragraph indents, line spacing- usage of numbering & bullets-table manipulation(inserting rows & columns, deleting rows & columns, changing the height & width, table border)– usage of template, adding page borders – inserting pictures from files, clipart, auto shapes- mail merge concept – print preview- page setup – setting margins- landscape- portrait.

UNIT IV

MS-Excel

Introduction to MS-Excel –formatting data in a work sheet-entering number , text, date , time- filling a text series with auto fill , filling a number series , auto correct , spell checking-inserting & deleting sheets from workbook - formula processing – mathematical operator – comparison operator-use of built-in function – inserting a chart- types of chart- mapping the data – printing in excel.

MS-Power point

MS-Power point - Areas of application- component of power point- creating a presentation using auto content wizard, template, blank presentation.

Layouts- Title slide, bullets, tables, charts, organization chart, clip art, objects.

Views- outline view, slide view, slide sorter view, note pages view, master view.

Slides- making a new slides, move, copy delete, copy a slide from one presentation to another- zoom effect.

UNIT V

Introduction to internet- world wide web- meaning of web, web page, web site- accessing internet- sending & receiving E-mail – searching & browsing the web site.

Introduction to HTML- creating a document, saving, viewing a document, introduction to tags, types of tags, attributes. Structure of html- html tag, head section, body section. use of paragraph tag, horizontal tag, background tag, marque tag- Formatting a text, changing the font size, font type, font style, colour, making the text bold, italic, aligning the text- defining GIF,JPEG,IMAGE tags, attributes of image(src, alt, align, ht, width), adding pictures, sounds.

REFERENCE BOOKS

1. Computer practice – Vol I – T.Jeyapoovan, Sanjay saxena
2. Working in Microsoft office – Tata Mc Grawhill
3. Internet in easy steps – Chris russel – Dreamtech press