



# C. U. Shah University, Wadhwan City

**FACULTY OF:** Arts & Humanities  
**DEPARTMENT OF:** Bachelor of Arts  
**SEMESTER:** I  
**CODE:** 4AH01AFC1  
**NAME:** Fundamentals of Computer

## Teaching & Evaluation Scheme (W.E.F. July 2018)

Subject Code	Name of the Subject	Teaching Scheme (Hours)				Credits	Evaluation Scheme							
		Th	Tu	Pr	Total		Theory				Practical (Marks)			Total
							Sessional Exam		University Exam		Internal		University	
							Marks	Hours	Marks	Hours	Pr/Vis	TW	Pr	
4AH01AFCI	FUNDAMENTALS OF COMPUTER	3	0	2	5	4	30	1.5	70	3	50	---	---	150

### Objectives:

The objective of this course as below:

- Students learn how computers work, basic principles of using Windows operation system.
- Learn basic word processing skills with Microsoft Word, such as text input and formatting, editing, cut, copy and paste, spell check, margin and tab controls, keyboard shortcuts, printing, as well as how to include some graphics such as pictures and charts.
- Learn working practices appropriate for Spreadsheet and Presentation.
- Be able to access the Internet, Worldwide Web, as well as use Internet directories and search engines, and locate www addresses.
- Be able to find and evaluate information on the Web
- Learn the basics of e-mail, such as sending, forwarding and receiving mail,

### Course Outline:

SNo.	Course Content	Hours
1	<b>Concepts of Computer:</b> Introduction and definition, Computer Invention and Generations of Computer in short, Characteristics of Computer, Types of Computer: Persona, Mini, Mainframe, Super Computer, Basic functions of Computer, Computer Software, Computer Hardware, Uses of Computer in Arts & Humanities fields: History Learning, Literature, Writing and Personal Presence.	4
2	<b>Operating System: [Windows 7/10]:</b> Windows Features, Starting & Shutting Down, Opening & Closing Application, Saving, Printing, Wallpaper, Theme, File Manager, Control Panel.	4

3	<p><b>Word Processor:</b> Introduction &amp; Screen Overview, Entering &amp; Editing Texts, Texts Formatting: Changing Text Appearance, Alignment, Line Spacing, Bullets &amp; Numbering, Tab Stop, Format Painter, Style, Comment &amp; Wrap Text. Page Layout, Viewing &amp; Customizing, Spelling &amp; Grammar, Mail Merge, Tables, Charts &amp; Graphics, Equation Editor, Securing Document, Hyperlink.</p>	10
4	<p><b>Spreadsheet:</b> Spreadsheet Introduction, Terminologies: cell, row, column, workbook, worksheet, cell address, address bar. New/Open, Save, Print a Workbook, Moving around Worksheet, Cell range, Autofill, Find &amp; Replace, Sorting, Insert / delete / rename worksheet, hide / display column or row, wrap texts in cell, Insert / delete cell, row or column, selecting cells, undo, redo, changes column width and row height, Merge Cell, Split Cell, Alignment of Texts, Line Spacing, Superscript and subscript. Working with Formula, Working with in-built functions, Charts &amp; Graphics.</p>	20
5	<p><b>PowerPoint Presentation:</b> Explore PowerPoint Screen, Create Presentation, Add New Slides, Adding Text in Boxes, Adding New Text Boxes, Deleting Existing Slide, Rearranging Slides, Adding Slide Notes, Managing Sections, Working with Outlines, Powerpoint Sidebar, Presentation Views, Setting Backgrounds, Slide Orientations, Saving Presentation. Adding Slide Numbers, Adding Header &amp; Footer, Running Slide Show, Keyboard Shortcuts. <b>Editing Presentation:</b> Copy &amp; Paste Content, Find &amp; Replace Content, Undo Edited Changes, Spelling Check, Content Translation, Setting Language Type, Duplicating Content, Special Characters, Slides Zoom In-Out. <b>Formatting Presentation.</b> <b>Animating Presentation.</b> <b>Working with Multimedia:</b> Picture, Video, Audio, Shapes, Tables, Charts, SmartArts. <b>Sharing Presentation:</b> Create a PDF file, Create a Video file, Printing Presentation.</p>	10
6	<p><b>Internet and Emails:</b> Overview of various browsers: Google Chrome, Mozilla Firefox, Internet Explorer. <b>Internet:</b> What is Internet, who invented &amp; purpose of Internet, uses of Internet: Information, Social Networking, Communication, Transfer of Files, Live News, Entertainment, Digital Financial Transaction, Marketing, Online Education, Marketing, Government Services. <b>Emails:</b> Purpose, Functions, Benefits, Importance of Email. Message format: the Message Header and the Message Body of Email.</p>	4
<b>Total Theory &amp; Practical Hours</b>		52

**Practical:** Demonstrate and perform practical on the contents of the course in laboratory session.