



C.U. SHAH UNIVERSITY – Wadhwan City

FACULTY OF: -Technology and Engineering (Diploma Engineering)

DEPARTMENT OF: -Computer Engineering

SEMESTER: - II

CODE: -2TE02FCA1

NAME – Fundamentals of Computer Application

Teaching & Evaluation Scheme:-

| Subject Code | Subject Name | 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 | TW | Pr | |
| <u>2TE02FCA1</u> | Fundamentals of Computer Application | 00 | 00 | 04 | 04 | 02 | --- | --- | --- | --- | 30 | 20 | ---- | 50 |

Objectives:-

Basic computing Knowledge is very important in today's world. Computers are a part of our day to day life. Basic computing Knowledge is a necessity that aids the students to perform day to day operations. This course introduces the Students with basic Knowledge as a building block of their higher level computing skills. It helps student to gain practical knowledge of various computer applications.

Prerequisites: -Basic Computer Skills.

Course Outlines:-

| Sr. No. | Course Contents | Hours |
|---------|---|-------|
| 1 | Introduction to Computer: History, Applications ,Working principal of computer, Components of computer, Hardware peripherals(monitor, mouse, keyboard, cpu, printer, scanner, joystick, digital pen, webcam, modem), Software ,Application software , System software, Windows and its components (Desktop, My Computer, Taskbar, Start menu, control panel, creating files and folders, Recycle bin, shortcuts), Working with programs, Managing files and folders. | 04 |
| 2 | Introduction to Operating System: Introduction, Different types of operating System, DOS (Disk Operating System), DOS Commands (cmd, cd, date, echo, dir, md, mkdir, rd, rmdir, copy, delete, ren, format, edit, time.). | 04 |
| 3 | Introduction to Office Tools: How Office works, Menu Bar and Tool Bar, Help Assistance in Office Tools. | 04 |
| 4 | Working With Word Processor: Introduction and application, Creating and saving new word document, Different operations on word document, paragraph, table, margin, font styles and size, hyperlink, change case , highlighting texts, alignment , spacing, numbering, borders and watermark, header, footer, mail merge, find and replace text, Printing and setting layout of | 06 |

| | | |
|---|---|-----------|
| 5 | Working With Spread Sheet: Introduction and application, Creating worksheet, Entering, Editing Cells, Inserting Rows and Columns, Inserting and Deleting Cells, Moving & Copying Data, Filling an Entry Range, Auto filling a range, Entering a Simple Calculations, Building a Simple Formula, Sum Function, Copying Formulas, Average Functions, Function Wizard, Formatting worksheets, Formatting text, Auto format, Adding borders, Conditional formatting, Charts, Creating default chart, Creating and formatting chart using chart wizard. | 04 |
| 6 | Working With Presentation Tools: Introduction and application, Creating and formatting new presentation, Selecting templates and setting layouts, Selecting fonts and font styling's, Adding text slides, Drawing shapes , lines, Adding Shadows and 3-D Effects, Adding transition effects, Animations, Slideshow, Making a real time presentation, Use of charts and pictures in slides, Formatting box. | 04 |
| 7 | Introduction to Internet: Introduction, History and evolution, How internet Works? Understanding www and web browser, Search engines, Email, Messaging. | 04 |
| 8 | Working With HTML: Introduction and application, Tools required, Basic html page using different html tags (head, body, title, table, tr, td, th, p, br, b, I, u, div, ul, li, ol, marquee, font, hr, img, address), Creating forms In html page. | 06 |

List of Experiments: -

- Introduction to computer including hardware and software.
- Introduction to OS and DOS commands.
- Developing Word Documents with different operations. (Minimum 2 exercises. For ex. Prepare Resume).
- Developing Excel spreadsheets using different operations and functions. (Minimum 3 exercises. For ex. Prepare Student Mark sheet).
- Developing PowerPoint presentations and formatting the slides. (Minimum 2 exercises. For Ex. Prepare Presentation on INTERNET).
- Introduction to internet and its components.
- Designing of Web Pages using different HTML tags. (Minimum 5 exercises. For Ex. Develop a web page which shows your BIODATA).

Learning Outcomes: - At the end of this course the students will be able to learn

- Basic Computer Skills
- Microsoft Office (Word, Excel and PowerPoint)
- Basics of Web, HTML and Scripting.

Books Recommended:-

- Microsoft Office XP Plain And Simple By **Carol Brown** PHI Publication.
- Complete Reference Html By **Thomas A Powell** TMH Publication.