

# Syllabus

## SEMESTER – I

### Paper Title : Computer Fundamentals

Paper Code : PGD – 1101

Time : 3 Hrs.

Max. Marks : 75

External : 60

Internal : 15

Course Duration: 60 Lectures

#### Objective :

The objective of the course is to familiarize students with basic concepts relate to Computers, DOS, Windows, Linux and application software's like Word-processing, Spreadsheet Software and Presentation Software.

#### Note :

- (i) The Question Paper will consist of Four units.
- (ii) Examiner will set total of NINE questions comprising TWO questions from each unit and ONE compulsory question of short answer type covering whole syllabi.
- (iii) The students are required to attempt ONE question from each unit and the Compulsory question.
- (iv) All questions carry equal marks unless specified.

### UNIT – I

1. **Basics of Computers** : Characteristics of computer, History of computers; classification of computers based on size, architecture, and chronology; Applications of computers; Hardware, Software, and Firmware. Types of software: System and Application software; Input, Process and Output, Block diagram of a computer.
2. **Representation of information** : BIT, BYTE, Memory, Memory size; RAM, ROM, PROM, EPROM, Magnetic tapes, Disks, Organization of data on disks: Tracks, sectors, cylinders, heads, access time, seek time and latency time.  
ASCII and EBCDIC Codes, Binary, Octal, Decimal and Hexadecimal Number Input/Output devices.

### UNIT – II

3. **Disk Operating System**: Booting sequence; Warm and Cold Booting; Concept of File and directory, Types of DOS commands: Internal and External; Internal Commands :

DIR, MD, CD, CLS, COPY, DATE, DEL, PATH, PROMPT, REN, RD, TIME, TYPE, VER, VOL; External Commands; XCOPY, ATTRIB, BACKUP, RESTORE, FORMAT, DISKCOPY, Introduction to CONFIG.SYS and AUTOEXEC. BAT files.

- 4. Windows:** GUI, Icons, Toolbar, Control panel, Files and folder management under windows, Accessories, Network Neighborhood, System Tools, Recycle Bin.
- 5. LINUX:** Overview of LINUX structure, Basic Linux commands such as date, echo, cal, bc, passwd, File and Directory commands such as ls, mkdir, pwd, cd, rmdir, cat, cp, mv, rm Understanding File Access Permissions using chmod, chown, chgrp. Comparison of main features of DOS, LINUX and Windows Operating Systems.

### UNIT - III

#### 6. Word Processing Software :

**Basic of Word Processing :** creating, opening, saving, and printing document, Menu Toolbars.

**Editing Text:** Copy, Paste, Delete, Move etc., Finding and Replacing Text, Spell Check, Autocorrect feature, language setting and thesaurus.

**Formatting:** Character, Paragraph and Page formatting, working with indents, Bulleted and numbered lists, adding Headers and Footers, setting up Multiple Columns.

**Working with tables:** Inserting/creating table using toolbar and drawing, formatting table, adding/deleting rows/columns, Applying borders to tables.

**Clipart:** Using clip art, Creating Word Art.

**Mail merge:** Creating merged envelopes, creating merged mailing labels.

### UNIT - IV

#### 7. Spreadsheet Software :

**Worksheet overview :** Row, Column, Cells, Menus, creating, opening, saving, and printing worksheet; working with Range.

**Editing information :** Entering text, numbers and formulae, AutoSum, AutoFill, spell checking.

**Working with Functions:** Statistical, Mathematical and String functions, date and Time functions, Trigonometric functions.

**Working with charts :** Line graphs, Pie charts, Bar graphs, adding Titles, Legends etc. to charts, Printing Charts.

#### 8. Presentation Software:

Basic features, selecting design templates, creating, saving and printing a simple presentation, various views, Adding pictures, shape, clipart, audio and movie.