

Syllabus

Fundamentals of Information Technology

UNIT – I

Computer Fundamentals: Identifying types of computers, Introduction to the concept of bit, byte, word, microprocessor, chips, ROM, RAM, Buses, Ports, Hardware, Software, Operating systems, System softwares, Application softwares, Various input and output devices, primary and secondary memory, Introduction to Windows.

Word Basics: Opening Programs from Start button, Opening existing documents, Editing a document, Creating a new document, Undo, Highlighting shortcuts, Entering and formatting text, Bold, Italic, Underline, Center, right and left aligned, Change font and size, Save and Save as, Print preview and Printing, Find and Replace, Page numbers, Headers and footers, Changing margins, Using preset tabs, Showing hidden characters, Checking spelling, Finding help, Typing a business letter, Formatting the paragraphs, Double-spacing and single spacing, Moving and copying text, Creating a poster, Using word art, Drawing tools, Clip Art, Copying a picture from a file.

Excel Basics: What is a spreadsheet and why would I use one?, Create a simple spreadsheet; Common Definitions: rows, columns, and cell, Formatting a cell, Demonstration of advanced features (by instructor), charts, graphs, formulas, sort, find, and filter, Basics of Microsoft PowerPoint.

UNIT - II

Internet Basics: What's so great about the Internet?, Basic Navigating inside and between web pages, Copying text and graphics from the web, Bookmarks, Search engines and how to perform searches, How to evaluate websites? Introduction to E-commerce: Meaning and concept - E-commerce v/s Traditional Commerce- E- Business & E-Commerce – History of E-Commerce – EDI – Importance, features & benefits of E-commerce – Impacts, Challenges & Limitations of E-commerce.

E-Business Infrastructure – The Internet – Intranets and Extranets – World Wide Web-Voice over IP (VoIP) – The Internet Standards – The HTTP Protocol – Audio and Video Standards- Managing E-Business Infrastructure – Web services and Service-oriented architecture (SOA) – New access devices – future of the internet infrastructure.