

OPEN COURSE: COMPUTER FUNDAMENTALS, INTERNET & MS OFFICE (CS5OPT02)

No. of hours per week: 4

No. of Credits: 4

Unit I

Computer Fundamentals: History, Generations, Classifications, Operating Systems, Types of Networks

Unit II

The Internet, TCP/IP, IP Addressing, Client Server Communication, Intra-net, WWW, Web Browser and Web Server, Hyper-links, URLs, Electronic Email

Unit III

Word processing: Introduction, Microsoft Word, Basic Menus, Formatting the text & paragraph, working with Index

Unit IV

Spread Sheet: Introduction, Microsoft Excel, Basic Menus, Formulas, Basic functions, Charts and Graphs.

Unit V

Microsoft Power Point: Introduction, Basic Menus, Template, Slide Basics, Charts, Adding Multimedia & Animation.

Book of Study:

1. "Learning Computer Fundamentals, MS Office and Internet & Web Technology", Dinesh Maidasani, Firewall Media, Lakshmi Publications.

References:

1. Harley Hahn - "Internet Complete Reference", , Second Edition, Tata McGraw Hill Education
2. Gary B. Shelly, Misty E. Vermaat - "Microsoft Office 2010: Advanced" , CENGAGE Learning 2010