

COURSE: VSC

Title of the Course:-Computer Fundamentals and Microsoft Word

Semester: I	Credits: 2	SubjectCode:ACBVSCCA12303	Lectures: 30
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Course Outcomes:

At the end of this course, the learner will be able to:

- CO1–List different types of operating systems, Software types, Virus , Antivirus
- CO2–Illustrate use of Internet, Emails, Google documents
- CO3–Demonstrate use of MS WORD Software.
- CO4- Construct MS WORD document with appropriate formatting commands.

Unit 1:Computer Fundamentals and Internet Application

15

- Computer Definition, Characteristics , Disadvantages, Generations of Computers
- Basic Computer Organisation(Input,Output, CPU), Binary Number System
- Definition of O.S., Desktop,Featuresof Windows Operating System ,
- Windows Accessories – Notepad, WordPad, MS Paint,Calculator
- Introduction to Computer Network (LAN,MAN, WAN)
- Classification of Computers, Hardware, Software- Types of Software
- Internet Definition , Advantages, Disadvantages, Uses Of Internet
- Popular Search Engines
- IOT, Benefits of IOT, Applications of IOT
- Working with Google Documents, Forms, Sheets
- Assignment: Creation of Google Forms, Documents, sheets, Emails

Unit 2: Working with Microsoft Word

15

- Introduction to MS WORD, Advantages , Disadvantages of Word
- Starting With MS WORD, MS _WORD screen, Components of MS WORD
- Home Tab, Page Layout Tab, Insert Tab, Review, Reference Tab, View Tab
- Elementary Working with Word- formatting text, Cut, Copy, Paste Command
- Protecting word file, Saving a file
- Report Writing in MS WORD.
- Printing Word Document
- Assignment: Creation of Bio data using MS WORD

Recommended Text Books:

- Katherine Murray,2007 *Microsoft Office*,Prentice-Hall of India Limited,2006





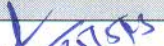
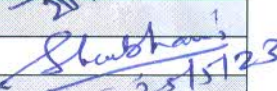
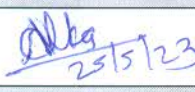
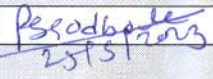

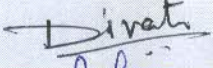
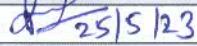
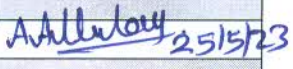
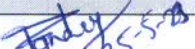
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Chairperson (HoD)	Computer science	Ms. Ashwini Kulkarni	<i>[Signature]</i>

Reference Books:

- Online Training Solutions ,Inc.*MicrosoftOfficeWord 2003*,Eastern Economy Edition
- Michael Price, *Office 2019*,BPB publication, 1January 2019
- Greg Perry,*Microsoft Office 2007,SAMS Teach Your Self*,Pearson Edition
- Pradeep K. Sinha, *Computer Fundamentals, concepts, Systems & Applications*8th Edition.

Websites:

- <https://testbook.com/computer-awareness/computer-fundamentals>
- https://ashishmodi.weebly.com/uploads/1/8/9/7/18970467/computer_fundamental.pdf
- <https://edu.gcfglobal.org/en/word2016/getting-started-with-word/1/>
- <https://www.montclair.edu/information-technology/wp-content/uploads/sites/168/2022/08/Introduction-to-Word-2016.pdf>

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