

Computer Application Practical

Periods / week-04

Total Mark :50

Total periods-60

Sessional : 25, Exam:25

SI. No.	Topic	No. of periods
1	Basic Computer Operation	15
2	Word Processing	08
3	SPREADSHEET AND CHARTS	07
4	DATAPROCESSING	07
5	PRESENTATION	08
6	INTERNET	08
7	C PROGRAM	07
	TOTAL	60

- 1. Basic Computer Operation 15 periods**
- 1.1 Do the connections of the system, switch on and understand the booting steps
 - 1.2 Understand the concept of file and directory, naming rules for files / directories, types of files
 - 1.3 Basic DOS commands - CLS,DIR, Date, Time, Version, MD,CD,RD,Del, Copy, Ren, Volume ; Use of wild characters, Format, Path, Type
 - 1.4 Getting started with
 - 1.4.1 Windows
 - 1.4.2 Desktop
 - 1.4.3 Icons
 - 1.4.4 Mouse operations - single click, double click, click & drag
 - 1.4.5 Shortcuts

- 1.4.6 Popup Menus
- 1.4.7 Start button
- 1.4.8 Keyboard operations in window
- 1.4.9 Task Bar
- 1.4.10 Customizing the desktop

- 1.5 Exposure to Windows Operating System
 - 1.5.1 Logging on to Windows
 - 1.5.2 Starting and closing a program
 - 1.5.3 Switching between programs,documents
 - 1.5.4 Re-sizing windows - Maximize, Minimize and restore
 - 1.5.5 Find - file, folders, etc.
 - 1.5.6 Run - starting a program using run command
 - 1.5.7 Shutdown - shutdown / restart computer
- 1.6 Practice Windows Explorer - through My computer, Icon and shortcut entry
- 1.7 Creating/opening a document
- 1.8 Understand clipboard concept for copy,cut and paste
- 1.9 Editing and saving the document in Floppy/ Hard disk
- 1.10 Study and understand Windows utilities -notepad, wordpad, paint, calculator,etc
- 1.11 Study and understand Windows system tools - scandisk,backup,system info, winzip, etc

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Utilities

2.1

WORD PROCESSING

8 periods

- 2.1.1 Invoking word application and understand the different parts - titlebar, Menubar, Toolbar, Scrollbar, Control button, etc
- 2.1.2 Create a new document - edit, save, close

- 2.1.3 Page setup (Layout)
- 2.1.4 Text formatting - Selection of Fonts, fontsize, alignments, line spacing, paragraph alignment, indents & tabs
- 2.1.5 Creating documents with Multiple columns
- 2.1.6 Inserting symbols,file, hyperlink,cliparts and pictures into the document
- 2.1.7 Page formatting - Inserting page numbers, date,time, fields,header and footer,footnote, comments,etc
- 2.1.8 Practicing the utilities like find, replace, goto, spell check, grammer check, thesaurus, wordcount,autotext and autocorrect
- 2.1.9 Creating drawings and charts using drawing toolbar
- 2.1.10 Creating tables and borders
- 2.1.11 Creating templates, envelopes & labels
- 2.1.12 Object Linking and Embedding (OLE)
- 2.1.13 Taking printout of the document
- 2.1.14 Mail-merging
- 2.1.15 Exiting Word

2.2 SPREADSHEET AND CHARTS 7 periods

- 2.2.1 Invoking Excel application and understand the different parts - titlebar, Menubar, Toolbar, Scrollbar, control window, etc
- 2.2.2 Creating an excel book
- 2.2.3 Understanding the excel sheet, cell, rows & columns, sheet size, navigating the workbook
- 2.2.4 Entering data - numeric, text and formula
- 2.2.5 Formatting a cell - number, date, time, text, alignment, border, font, pattern, protection, etc.
- 2.2.6 Formatting rows and columns
- 2.2.7 Understand Filling series
- 2.2.8 Selecting cells, rows or columns
- 2.2.9 Clearing contents and formats of the cells selected
- 2.2.10 Creating different types of graphs for given data
- 2.2.11 Formatting charts
- 2.2.12 Dealing with formulas, functions related with text, logical, mathematical, etc

2.2.13 Manipulating Data - Sorting, filtering, validation, importing & exporting data

2.2.14 Working with windows - Splitting, freezing and setting the print area

2.2.15 Printing an excel sheet/part of an excel sheet

2.2.16 Exiting Excel

2.3 DATAPROCESSING 7 periods

2.3.1 Starting Access and understanding the concept of data,field, record, table and database

2.3.2 Creating a database, tables, view, forms, query, report, index, etc

2.3.3 Use of wizards to create tables

2.3.4 Create a report and take the printout

2.3.5 Creating Macros and customizing Access

2.3.6 Exiting Access

2.4 PRESENTATION 8 periods

2.4.1 Invoking Powerpoint application and understand - titlebar, Menubar, Toolbar,S crollbar, control window, etc

2.4.2 Creating a presentation using auto context wizard, Design Templates and Blank presentation

2.4.3 Opening, saving, closing a presentation

2.4.4 Working with slides - Inserting pictures, tables, sound files, outline, slide transitions

2.4.5 Slide show - manual, auto

2.4.6 Printing handouts

2.4.7 Creating Macros and customizing Powerpoint

2.4.8 Exiting Powerpoint

3 INTERNET 8 periods

3.1 Understand the meaning of :

Network, Internet, intranet, internet server, internet browser, Webpage, Website, URL's, Search engines, http, www, and Outlook

3.2 Logging on to internet, browsing the net, using search engines, Downloading a file

3.3 Creating an E-Mail ID, Sending and Receiving E-Mails,

3.4 Chatting

4 WRITE C PROGRAM ON THE FOLLOWING 7 periods

- 4.1 To find smallest / greatest of three nos.
- 4.2 To find even / odd nos.
- 4.3 To display pass // 1st / 2nd / 3rd. division according to marks scored
- 4.4 To calculate area of circle
- 4.5 To calculate factorial of a given no.
- 4.5 To determine prime no.
- 4.6 Convert temp. from celcius to farehenhit
- 4.7 To find leap year