

P R GOVT COLLEGE (A):: KAKINADA
DEPARTMENT OF COMPUTER SCIENCE
INFORMATION & COMMUNICATION TECHNOLOGY –1 (ICT-1)
SEMESTER-II (W.E.F 2016-17)
Computer Fundamentals and Office Tools
Common for all Degree Programmes

II Semester
(30 Hours of Teaching Learning including Lab)

Unit-I:

Basics of Computers :Definition of a Computer - Characteristics and Applications of Computers – Block Diagram of a Digital Computer – Classification of Computers based on size and working – Central Processing Unit – I/O Devices.

Unit-II:

Primary, Auxiliary and Cache Memory – Memory Devices. Software, Hardware, Firmware and People ware – Definition and Types of Operating System – Functions of an Operating System – MS-DOS – MS Windows – Desktop, Computer, Documents, Pictures, Music, Videos, Recycle Bin, Task Bar – Control Pane.

Unit-III:

MS-Word

Features of MS-Word – MS-Word Window Components – Creating, Editing, Formatting and Printing of Documents – Headers and Footers – Insert/Draw Tables, Table Auto format – Page Borders and Shading – Inserting Symbols, Shapes, Word Art, Page Numbers, Equations – Spelling and Grammar – Thesaurus – Mail Merge

Unit-IV:

MS-PowerPoint

Features of PowerPoint – Creating a Blank Presentation - Creating a Presentation using a Template - Inserting and Deleting Slides in a Presentation – Adding Clip Art/Pictures -Inserting Other Objects, Audio, Video - Resizing and Scaling of an Object – Slide Transition – Custom Animation

Unit-V:

MS-Excel

Overview of Excel features – Creating a new worksheet, Selecting cells, Entering and editing Text, Numbers, Formulae, Referencing cells – Inserting Rows/Columns –Changing column widths and row heights, auto format, changing font sizes, colors, shading.

Reference Books:

1. Fundamentals of Computers by ReemaThareja, Publishers : Oxford University Press, India
2. Fundamentals of Computers by V.Raja Raman, Publishers: PHI
3. Microsoft Office 2010 Bible by John Walkenbach, Herb Tyson, Michael R.Groh and FaitheWempen, Publishers : Wile.

P.R. GOVT COLLEGE (AUTONOMOUS), KAKINADA
MODEL PAPER (W.E.F. 2016-17)
I B.A/B.Sc/B.Com (Common for All Degree)

SEMESTER –II

Sub: ICT- I
Time: 2 hrs

Paper: I
Marks: 50

SECTION – A

Answer any FOUR questions the following

4 x 5= 20 M

1. Write about characteristics of Computer?
2. Explain types of computers?
3. Explain Primary and Secondary memory devices?
4. Explain Desktop and Recycle bin?
5. Explain feature of MS-Word?
6. Explain header and Footer in MS-Word?
7. Explain features of MS-Power point?
8. How to inserting Rows and Columns in MS-Excel?

SECTION – B

Answer any THREE questions the following

3 x 10= 30 M

9. Draw and explain block diagram of Computer in details?
10. Explain various input and output devices?
11. Explain types of operating system?
12. What is Mail-Merge? Explain Mail-Merge concept in MS-Word?
13. Explain Types of Views in MS-Power point?
14. Explain features of MS-Excel?

P. R.GOV.T. COLLEGE (AUTONOMOUS), KAKINADA
MODEL BLUE PRINT (W.E.F. 2016-17)
I B.A/B.Sc/B.Com (Common for All Students)

SEMESTER -II

INFORMATION AND COMMUNICATION TECHNOLOGY-I

SUBJECT: ICT
PAPER- I

Time: 2 Hrs
Marks: 50

Model blue print for the model paper and choice

| S.NO | Type of Question | To be given in the Question Paper | | | To be answered | | |
|--------------------|------------------------------|-----------------------------------|---------------------------------|-------------|--------------------|---------------------------------|-------------|
| | | No. of Questions | Marks allotted to each question | Total Marks | No. of Questions | Marks allotted to each question | Total Marks |
| 1 | Section-B Short Questions | 8 | 3 | 24 | 5 | 3 | 15 |
| 2 | Section-A Essay Questions | 4 | 10 | 40 | 2 | 10 | 20 |
| TOTAL MARKS | | | | 64 | TOTAL MARKS | | 35 |