

**Semester 1 & 2**  
**Course: B.Sc. (Hons) IT**  
**Paper Code: BSIT-210 (IT LAB-IV)**  
**Nomenclature: Computer Fundamentals & Office Tools(Practical)**

**M.M: 50**  
**Time: 3 hrs**

**Instruction for the examiners:** A candidate is required to perform one experiment out of the list below.

**Note:-**

1. This practical paper is to be studied during Semester 1 & 2. But the examination is to be held after Semester 2 only.
2. A candidate is required to perform 6 Experiments from the list given below.
3. The number of students in a group must not exceed 10.
4. Workload – 3 periods per week per group

**Distribution of Marks**

Experiment: 25  
Practical Work Book: 15  
Viva Voce: 10

**LIST OF EXPERIMENTS**

1. Familiarization with basic DOS commands like screen handling, file & directory, disk, system handling commands.
2. Installation of MS DOS, windows & other S/W.
3. In MS DOS creation of auto exec. Bat file & config.sys files and its implementation in installation of PC.
4. Learn to create a folder, copy files, move files, delete files in Windows
5. Learn to use the menu commands of MS-Word to Create, Edit, Modify, Format a document
6. Setting up of various input/output devices (monitor, printer, mouse, keypad etc.) in window environment.
7. Learn to use menu commands of MS-EXCEL to create and manipulate a spread sheet.
8. Plot graphs and charts in MS EXCEL.
9. Use of multimedia applications using various multimedia tools.
10. Internet: creating & sending e-mail, downloading, accessing, surfing, chatting, sending attachments.
11. Assembling of a system/ Identification of H/W components.
12. H/W (Peripherals) installation.
13. Use of S/W Tools (scandisk, antivirus, defragmentation etc)
14. Installation of S/W (OS, Application).