

BBA-106:

Computer Fundamentals

Max. Marks:100

External :80

Practical based Internal:20

Note: There will be eight questions in all. A candidate is required to attempt five questions including the question no. 1 which is compulsory. Question no. 1 will comprise of six short answer questions. All questions shall carry equalmarks.

Introduction to Computer: Introduction, Components, Types; Brief history of computers, generations of computer; Computer Memory, Software and Hardware; Operating Systems- An Overview, Types, function; Language: - Low level, Assembly Level, High Level Language; Language Processor: - Assembler, Compilers and Interpreters; Network:- LAN, WAN, MAN. Number Systems; CUI vs GUI. Window-features,types.

Introduction to Internet: Internet basic, benefit and limitation, application and scope, IP address, Browser, WWW, E-mail, video conferencing.

Introduction to MS-Office- MS-Word: Starting Word, new documents, entering text, changing text, aligning, underlining, and justifying text. Tables – creation, adding rows and columns, splitting, and combining cells, Borders. Saving, closing, and operating documents. Adding headers and footers. **Power Point** (Presentation software): Basic concept of presentation software, standard toolbar, formatting toolbar, and drawing toolbars in PowerPoint and their use. Creating and opening a presentation. Use of slide sorter, adding header/footer. Use of animation features. Inserting pictures, resizing pictures. Inserting organization chart. Use of auto content wizard. **Introduction to Ms-Excel:** working with spreadsheet, Basic commands and Functions.

References:

Saxena: A first Course inComputers.

P.K.Sinha

R.K.Taxali

: ComputerFundamental

: PC Software forWindows