

SESSION 2023-24

GOVERNMENT COLLEGE KHARKHARA, REWARI

Basics of Computer -11346 B.Com I Sem

Dr. Bharat Bhushan

WEEK	TOPIC
WEEK 1	Definition of Computer; Components of computer, Characteristics of computer
WEEK 2	History evolution of Computer, Generation of Computers
WEEK 3	Classification of computers ; according to Purpose, According to Data representation, According to Physical Size, Memory, Speed, Storage etc.
WEEK 4	Difference between Computer and Human Being , Similarity between Human Being and Computer, Difference Between Calculator and Computer.
WEEK 5	Input Device ; Mouse and Classification of Mouse ; Mechanical Mouse, Optical Mouse , R.F. Mouse, , Key Board and its structure, Light Pen, Track Ball, Joystick, MICR , Optical Mark Reader and Optical Character Reader , Scanners, Voice System , Web Camera.
WEEK 6	Out Put Device ; Classification of Printers : Line Printers, Character Printers, Chain Printers, Dot Matrix Printers, Daisy Wheel Printer, Drum Printer
WEEK 7	Laser Printer , Inkjet Printers, Plotters : Drum Plotters , Flat bed Plotter , Soft Copy Out Put Devices and Hard Copy Out Put Devices , Monitors, Sound Cards, Speakers
WEEK 8	Introduction of Memory And Secondary Storage Devices; Primary Memory and Secondary Memory , Characteristics of Memory System ,Memory Hierarchy, Difference Between Primary Memory and Secondary Storage Memory
WEEK 9	Magnetic core memory , Semi conductor memory , Difference between Magnetic core and Semiconductor Memory, RAM and Types of RAM
WEEK 10	ROM , Types of ROM ; MROM, Prom, Eprom, UVProm, EEPROM, Cache Memory, Secondary Storage memory and its characteristics, Methods of Accessing Data; Sequential access, Direct Access Methods
WEEK 11	Magnetic Disk; Floppy Disk, Hard Disk, Zip Disk, Magnetic Tape Optical Disk; Compact Disk, Types of CD, DVD Disk
WEEK 12	Word Processor , Features of Word Processor. MS Word Application starting, Components of MS Word Window.
WEEK 13	File Creation, saving of file, Opening of file , Closing of File, Save & Save As command, standard Tool Bar and Important Tools , Selection of Different type of Text.
WEEK 14	Editing Text ; Inserting Text , Deleting Text, Overtyping Text, Replacing Text, Various Types of Case and use. Find and Replace command , Printing of document, Print Preview, Import and Export of File.
WEEK 15	Formating : Introduction and Types of Formatting ; character formatting, Paragraph Formatting, Page Formatting, various types of Alignment and its use , Using Columns , Bullets & Numbers , Border and Shadings , Water mark , Header and Footer, Use of Format Painter, Types of Views , Insertion and difference in End Note and Foot Note
WEEK 16	Introduction to Tables and Graphics : Creation of Table by Different methods , Managing the table; Insertion/ deleting , alignment of Cell and resizing of row and columns. Merging and splitting the cells, Use of Graphics ; word art , smart shapes, insertion of Picture, Inserting Hyperlink, Use of Macro, Mail Merge.