

<b>SESSION 2023-24</b>	
<b>GOVERNMENT COLLEGE KHARKHARA, REWARI</b>	
<b>Basics of Computer -21346 B.Com IISem</b>	
<b>Dr. Bharat Bhushan</b>	
<b>WEEK</b>	<b>TOPIC</b>
<b>WEEK 1</b>	<b>Definition of Computer; Components of computer, Characteristics of computer</b>
<b>WEEK 2</b>	<b>History evolution of Computer, Generation of Computers</b>
<b>WEEK 3</b>	<b>Classification of computers ; according to Purpose, According to Data representation, According to Physical Size, Memory, Speed, Storage etc.</b>
<b>WEEK 4</b>	<b>Difference between Computer and Human Being , Similarity between Human Being and Computer, Difference Between Calculator and Computer.</b>
<b>WEEK 5</b>	<b>Application of computer in various fields ; Education, Marketing, Management, Commerce.</b>
<b>WEEK 6</b>	<b>Meaning of Hardware and software, Types of computer software ; System Software, Application Software</b>
<b>WEEK 7</b>	<b>Operating System (definition and features ) , Device Drivers, Utility Programs.</b>
<b>WEEK 8</b>	<b>Types of operating system : Single user , Multiuser . Techniques of Various Operating Systems ; Multiuser , Multithreading, Batch Processing, Multiprocessing, Distributed operating system, Time Sharing , Real Time Operating system. Functions of Operating System</b>
<b>WEEK 9</b>	<b>System Development Program ; Generation and types of Programming Languages , Language translators : Assemblers, Compilers , Interpreter</b>
<b>WEEK 10</b>	<b>Meaning and type of application software : Standard application software : Word processor, Electronic Spreadsheet, DBMS, Presentation software, Web Browser etc. Customized application software : HR Management software, Reservation System Software.</b>
<b>WEEK 11</b>	<b>Introduction of Windows Operating System and User Interface : Features of Windows Operating system, Desktop and its elements; Meaning of Icons and its types , Task Bar and its elements: Start menu, Quick Launch Bar, Notification Area. Meaning and use of My Computer, Documents, Recycle Bin, Internet Explorer.</b>
<b>WEEK 12</b>	<b>Process of starting Computer (Booting), Process of Shutting down. Meaning of File and folder and difference . Concept of file name with extension name, Renaming of file and folder, moving a file and folder, copying file and folder, creation and deletion of file and folder, meaning of Shortcut and process to create a shortcut.</b>
<b>WEEK 13</b>	<b>Windows Basic Accessories : Paint , Calculator, Notepad, Wordpad, Sound Recorder, System Tools : Diskdefragmentator, System Restore (creation and use of system restore point ), Disk cleanup.</b>
<b>WEEK 14</b>	<b>Windows Control Panel : Meaning of Control Panel, Managing Date and Time , Changing Desktop Background, Program Uninstallation, Changing Mouse Settings, Installation of Printer.</b>
<b>WEEK 15</b>	<b>Introduction to Electronic Spreadsheet, Application of Spreadsheet, MS-Excel as Electronic Spreadsheet, Features of MS- Excel, Getting Started with MS-Excel, Main Components of MS-Excel Application Window.</b>
<b>WEEK 16</b>	<b>Data type in Excel, Creating a new blank work book, saving closing and opening of work book, Type of Cell Address, Type of Selection , Adjacent and non adjacent selection, Naming the cell range and use of naming, formatting of work sheet, Difference in workbook and worksheet, Auto formatting of table, Check and Validation , Insertion of Border in Table. Insertion of Graphics in worksheet, Use of Filter, Cell Auditing, Merging and alignment of cell entry, Graph, Chart, Macro etc.</b>
<b>WEEK 17</b>	
<b>WEEK 18</b>	