

Shri Govind Guru University, Godhra(PMS).

B.A. Semester- 1 (Foundation Course)

Computer Skill (FC-101)

PAPER TITLE: COMPUTER FUNDAMENTAL AND MS WORD.

UNIT I: INTRODUCTION TO COMPUTER

What is Computer?, Type of computers, Block diagram of Computer, Characteristics of computer, Storage Units (Bits and Bytes, KB, MB, GB, TB), Storage Devices (Pen-drive, Hard disk, Floppy, CD-Rom, DVD, Magnetic Tape), Input Devices (Mouse, Keyboard, OMR, OCR, MICR, BARCODE Reader), Output Devices [Monitor(LCD, LED, Touch-screen etc), Printer(Impact Printer – Line, Dot Matrix etc., Non impact – Ink Jet, Laser etc.), Plotter(Vertical and Flat Bad)], Memory (Main memory (Various types of RAM and ROM), Auxiliary Memory).

UNIT II: OPERATING SYSTEM AND SOFTWARE

Introduction to Windows 7 OS, My computer, Recycle-bin, My-document, Taskbar, Start menu, Pointing device, Desktop and icon.

Software-

Application software- General Purpose and Special Purpose Software, Commonly used Application software (MS word, MS Excel, MS Power-Point), Software and OS on Cell-phone.

System software- Use of System Software.

UNIT III: WORD PROCESSOR-1

WORD PROCESSOR BASICS

Introduction & Basic concepts, Objectives, Starting Word Processor.

Opening/Closing/Savings/Protecting Document.

TYPING AND EDITING

Introduction & Objectives, Action with mouse and through keyboard, Selecting text. Typing and Revising Text: Editing Text, Copying and Moving Text (Cut, Paste, Copy, Move), Typing Special Characters (Symbols). **Features:** Introduction to Word Processing, Screen, Creating, Saving, Importing, Exporting and Inserting files, Formatting Paragraph, Indents and Outdents, Styles, Font formatting, Editing, Selecting, Deleting Text, Using Tabs and Tables, Inserting Page Break, Page Numbers, Objects, Pictures, Book Mark, Symbols and Dates, Headers, Footers, Footnotes and Endnotes, Working with Columns, Pictures, Chart and Graph, Use of mail merge, Word Art, Drawing Toolbar, Creating Macro, Changing the CASE of Text, Creating Bullets & Numbered lists.

UNIT IV: WORD PROCESSOR-2

TEXT FORMATTING

Introduction, Objectives, Document Templates. Font Formatting: Changing Font Type, Size and style, color, underline, other special effects. , Formatting Paragraph: Centered, Right, Justified and Left Alignment, Indenting Text, Tab Stops, Line Spacing, Paragraph Spacing, Borders and Shading., Finding and Replacing: Finding and Replacing Text, Using the Go To Command Using the Spell Check, Grammar and Thesaurus.

PAGE DESIGN AND LAYOUT

Introduction, Objectives. Page Setup: Paper Size and Orientation, Margins, Headers and Footers, Line Numbering, Tables: Table Creation, Modification, Formatting, Sorting & Numbering Cells, Special Tasks with Tables.

OBJECT LINKING AND EMBEDDING

Introduction, Objectives, Inserting Objects from other Applications i.e. Clip Art, Spreadsheet.

MAIL MERGE

Introduction, Objectives, Data Sources & Main documents, Creating merged documents, Merging using ask variable, Starting & Editing the Main document, Printing, Creating merged Envelopes & Labels.

MAIN REFERENCE BOOKS:

1. Computer Application I, Vimal Pandya, HK Arts College Publications, Ahmedabad. [Gujarati Book]
2. Hand Book – Computer fundamental, Windows, Ms-word, Ms-excel and Ms-power point, Dr. G.N. Jani, Vimal N. Pandya Akshar Publications, Ahmedabad [Gujarati Book]
3. Ms-Office 2000 for everyone by Sanjay Saxena (Vikas Publication House Pvt. Ltd.)

SUGGESTED ADDITIONAL READING:

1. Microsoft Office 2003 The Complete Reference by Curt Simmons, Guy Hart-Davis, Jennifer Kettell, Jennifer Kettell
2. MS Word Tutor, BPB Publications

PRACTICAL

1. Introduction to MS Word & showing following Commands.
 - How to start word?
 - Information about various menus available on word likes File & Edit.
 - Description of ruler Line, vertical & horizontal scrollbars.

2. Introductions to various types of Icons available on the word open document Type one or two paragraph about 75 to 100 word. Show the paragraph markers & the use of Tab Paragraph, Indented Paragraph & Hanging Indent.

Format the paragraph:

- Changing character format, Changing the font size and style, Underline style, Adjust various alignments, Changing paragraphs spacing, Use of format painter.
3. To create the following paragraph using Left, Right & Hanging indents.

City Wide Computer Test	
<u>Volunteer List and Assignments.</u>	
Anita Obey	Make sure every young person is seated at a computer before the group instructor begins the first section of skill building.
Douglas Barton	Check the data show settings for maximum screen projection from the PC.
Bobby Beiiy	Check midi cable & setting from Roland electronic keyboard to the multimedia PC.

Use ^T to prepare this application

4. Create a document with atleast 3 or 4 pages.

Use Page layout to show that it is WYSIWYG ("what you see is what you get"). Use margins, page breaks, holders, footers, page numbering & graphics in the documents. Also find the difference using
View -> Normal, Outline
Apply Bullets, Numbering & various types of bullets, if required.
5. Create at least one applications using word in appropriate format. i.e. Report, Letters, Faxes and Legal Pleadings.
6. Enter four or more pages of small size from any of your subject textbook. Make index of the important words from each page.

7. Create simple & various types of complex tables using Table - Insert table, Generate following application.

Salesman	Gujarat	Rajasthan	Madhya Pradesh	Punjab
Rajesh	100	200	150	175
Suresh	300	100	125	200
Vinod	150	175	100	200
Nidhi	125	200	300	100

- Use how to Insert, Delete Rows/Columns.
- Use how to copy information in table.
- Use Table Autoformat tool.
- Use how to Sum in table.

Create one extra Row & Column showing the Total of States & also the Total of each salesman

8. Create Mail-merge applications for Sending Invitation letter to all yours relatives and Friends on your Birthday party.

Insert the appropriate Object in the document from the Clip Art Gallery.

9. Create a document using newspaper Columns. Add a picture in between. Show how the 1st letter is Bigger than the other characters.

E.g.

Also this is the application in
Which we would like to display the
Commands in this format

10. Prepare a **grocery list** having four columns (Serial number, The name of Item, quantity and price) for the month of April, 15.

- Font specifications for Title (Grocery List): 14-point Arial font in bold and italics.
- The headings of the columns should be in 12-point and bold.

- The rest of the document should be in 10-point Times New Roman.
- Leave a gap of 12-points after the title.

11. Create a **telephone directory**.

- The heading should be 16-point Arial Font in bold
- The rest of the document should use 10-point font size
- Other headings should use 10-point Courier New Font.
- The footer should show the page number as well as the date last updated.

12. Design a **time-table form** for your college.

- The first line should mention the name of the college in 16-point Arial Font and should be bold.
- The second line should give the course name/teacher's name and the department in 14-point Arial.
- Leave a gap of 12-points.
- The rest of the document should use 10-point Times New Roman font.
- The footer should contain your specifications as the designer and date of creation.

13. Create your Bio-Data. Insert your photo in Bio-data.