**B.A/B.Sc 2nd sem**

Sub:- Computer Awareness

Teacher :-  Mr. Vijay

## Feb. 2023

Elements of electronic spread sheet, application, creating and opening of spread sheet, menus, manipulation of cells, enter text number and dates , Cell height and widths, statistical and financial function, drawing different types of charts.

## March

Power point presentation : Creating, modifying and enhancing a presentation, delivering a presentation, using sound, animation and design templates in presention and revision of all syallabus.

## April

 Internet and its applications, Connecting to the internet, surfing  the internet using web browsers.

## Search engines understanding URL, Domain name IP address.

## May

Creating E-mail Id ,Viewing an E-mail. Sending an E-mail to a single and multiple users, Sending a file as an attachment Download, Upload.

**B.A/B.Sc 1st sem**

Sub:- Computer Awareness

Teacher :-  Mr. Vijay

Aug. 2022

Computer basic definition and block diagram.

Sept.

The user interface, Exploring  Computer , Icons, Taskbar, Desktop using Menu and Menu selection, Wall paper , Screen Saver , Date and time setting.

Oct.

Operating system : Definition & Function of operating system,Basics of popular operating system; The user interface, Basics of operating system setup, Commands of operating  system.

Nov.

Control Panel , User creation and password security in the system , Tools of paint and cropping process of a picture, Microsoft word Home command and insert command.

Dec.

Microsoft word page layout commands and references and mailings, view commands, short commands for easy operations,

Paint commands and tools of paint used in ms word , Basics of ms excel commands