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

Sub:- Computer Awareness

Teacher :- Mr. Vijay

April 2022

Revision of Operating system, Control Panel, Microsoft Word,

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

May

Search engines understanding URL, Domain name IP address. 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.

June

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.

July

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

Sub:- Computer Awareness

Teacher :- Mr. Vijay

Nov. 2021

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

Dec.

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

Jan. 2022

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.

Feb.

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.