

SATAVAHANA UNIVERSITY, KARIMNAGAR

**COMMON FOR ALL B.A./B.Sc. / B.Com/ BBA IV Semester
FOR THE ACADEMIC YEAR 2017-18**

BASIC COMPUTER SKILLS (BCS)

Max .Marks: 50

Exam Duration: 2 Hrs

Credits: 2

UNIT-I

KNOWING COMPUTER: Introduction, Definition of Computer, Basic Applications of Computer, Components of Computer System, Hardware, Software, User, and Data. Hardware categories: Input and Output Devices, Central Processing Unit, Memory, Storage Devices. Software categories: Application Software, Systems software.

OPERATING SYSTEM: Introduction, Basics of Operating System, popular operating systems (LINUX, WINDOWS), The User Interface Task Bar, Icons, Menu, Running an Application, Changing system date and time, changing display properties, add or remove programs, changing mouse properties, adding and removing printers, creating and renaming of files and directories.

UNIT-II

WORD PROCESSING: Introduction, opening word processing package, Menu bar, Using the Help, Using the icons below the menu bar. Opening, saving and closing documents, page setup, print preview, printing of documents. Document creation, editing text, text selection, cut, copy and paste, spell check, thesaurus. Formatting text, font and size selection, alignment of text, paragraph indenting, bullets and numbering, changing case. Table manipulation, draw table, changing cell width and height, alignment of text in cell, delete/insertion of row and column, border and shadings.

INTERNET, WWW AND WEB BROWSERS: Introduction, Concept of internet, applications of internet, World Wide Web, Popular web browser softwares, Search engines, Accessing web browser, Downloading web pages, Printing web pages, Understanding URL, Introduction to E-Mail, Inbox, Sending e-mail, Performing online transactions such as online banking, Ticket booking, Applying for e-pass scholarship/ jobs.

References:

1. Introduction to Computers By Peter Norton TMH, Publications.
2. Fundamentals of Computers By Reema Thareja, Oxford publications