

# **PGDCA-01 Computer Fundamentals and PC Software**

## **UNIT 1: Introduction to Computer**

Block diagram of Computer, Evolution, Generations, Classification and its Application

## **Unit 2: Basic Components of Computer**

Concept of Bit and Byte; Block Diagram of Computer, CPU, ALU, CU; Computer Memory: Primary and Secondary; Input/Output Devices; Buses : Address, Data, Control.

## **UNIT 2: Introduction to OS**

Definition and functions of an Operating System, Types of OS (Single User, Multi user, Single tasking, Multitasking, Real time, Network OS, Distributed OS)

## **UNIT 3: MS DOS Operating System**

Introduction to DOS, System files of DOS, concept of Booting, Files and Directory Structure, Concept of Paths, Internal and External commands, Batch File.

## **UNIT 4: MS Windows Operating System**

Introduction to Windows, Components of Windows, Customizing the Desktop, Files and Folders

## **UNIT 5: LINUX operating System**

Introduction to LINUX, login into LINUX, Structure of File System, Concepts of Path

## **UNIT 6: LINUX Commands**

Directory handling commands (**mkdir, cd, rmdir, ls, pwd**), File handling commands ( **cat, cp, rm, mv, more, lp** ), Utility commands (**date, cal, echo, time, who, passwd**), file permissions; Text editor **vi**, three modes of vi editor, adding and replacing text, saving text and quitting.

## **Microsoft Word**

### **UNIT 7:**

Starting Word, different Bars, Document View, Text area, Exiting Word; Creating new document, Editing text, Saving a Document, Closing a Document, Opening an Existing Document.

### **UNIT 8:**

Working with paragraph, copy and paste and cut and paste methods, spell check, find and replace.

### **UNIT 9:**

Bullets and Numbering, Undo and Redo, Header & Footer, Page-Setup.

### **UNIT 10:**

Creating Table, Modifying a Table, Merging of Cells, Split Cells.

## **Microsoft Excel**

### **UNITS 11 :**

Starting MS-Excel, different Bars. Row, Column and Cell. Exiting MS-Excel.

**UNIT 12:**

Creating a New Workbook, Working with Cells. Working with Fonts. Merging of Cells. Inserting a Row and Column, Deleting a Row and Column. Saving a Workbook, Closing a Workbook.

**UNIT 13 :**

Different Operators used in Excel, Working with Calculation and Functions. Working with Chart.

**Microsoft PowerPoint****UNIT 14:**

Starting MS-PowerPoint, different Bars, Different Types of Views and Exiting MS-PowerPoint

**UNIT 15:**

Creating a New Presentation, Working with Slides, Applying Design Templates, Applying Custom Animations, Applying Slide Transitions. Saving a Presentation, Running a Presentation, Closing a Presentation and Opening an Existing Presentation.

**Suggested Readings:**

1. Anderw S Tanenbaum, Albert S. Woodhull, ” Operating System Design and Impletation”, prentice-Hall India Publication.
2. Word 2002 from A to Z-by Stephen L. Nelson, FireWall Media
3. Microsoft XP Plain & Simple-by Brown & resources Online