



St. Joseph's Degree College

Sunkesula Road

Kurnool

Certificate Course

on

Fundamentals of Computers and Ms-Office

Academic Year – 2019-20

Course Co-ordinators

CH NEELIMA

Lecturer in Computer Science

O KIRAN KUMAR

Lecturer in Computer Science



St. Joseph's Degree College
Sunkesula Road, Kurnool-518004, AP

17-06-2019
Kurnool

CIRCULAR

As computer science knowledge is essential for all the students, management has taken a decision to run a free certificate course for all I year non-computer science (MPC & Life Science) students. The students are hereby informed that the certificate course “Fundamentals of Computers and MS-Office” is going to commence from 24th June 2019.

Interested students can enroll their names with Ch.Neelima, Lecturer in Computer Science Department before 20th June, 2019.

The classes will be held daily in the afternoon from 3 PM to 5 PM.

PRINCIPAL

Copy to:

1. Copy to Principal
2. Copy to SJQAC Co-ordinator
3. Copy to Head, Department of Computer Science
4. Copy for Circulation/Notice Board

COURSE OUTLINE

Instructor: 1) CH. Neelima , MCA, M.Tech 2) O. Kiran Kumar MCA

Class Section: Non- Computer Science Students from MPC & Life Sciences.

Class Time: Every Day - 3 pm – 5 pm

Duration: 60 days

E-Mail : sjdccc@gmail.com

Starting Day: **JUNE 24th 2019**

Ending Day: **SEPTEMBER 15th 2019**

College web site: www.sjcknl.edu.in

Course Description:

The course introduces students to fundamental ‘Computer Literacy’ concepts. Students will learn to use Windows 7 on the PC-compatible computers as well as MS Office 2013 which has the following applications: word processing program (MS Word), a spreadsheet program (MS Excel) and a presentation program (MS PowerPoint). Windows 7 will be used to illustrate operating system concepts and disk organization. This class is intended for students who need ‘hands-on’ experience and knowledge of computer applications.

Course Objectives:

The main objective of the course is to equip Non-Computer Science & Life Science Students with basic knowledge required to start a computer career. Give students an in-depth understanding of why computers are essential in business, education and society. Introduce fundamentals of computing devices and reinforce computer vocabulary, particularly with respect to personal use of computer hardware and software, Internet, networking and mobile computing. Provide hands-on use of Microsoft Office 2013 applications Word, Excel and PowerPoint. Completion of the assignments will result in MS Office applications knowledge and skills. Provide foundation of computer literacy that prepares students for life-long learning of computer concepts and skills. Completion of course fulfills pre-requisite to enroll in other computer science courses of next level.

Student Learning Outcome:

Upon completion of this course, the student will be able apply technical knowledge and perform specific technical skills, including:

- 1) Describe the usage of computers and why computers are essential components in business and society.
- 2) Utilize the Internet Web resources and evaluate on-line e-business system.
- 3) Solve common business problems using appropriate Information Technology applications and systems (Ms-Office).
- 4) Identify categories of programs, system software and applications. Organize and work with files and folders.
- 5) Describe various types of networks network standards and communication software.

SYLLABUS

UNIT 1: BASICS OF COMPUTER

UNIT 2: OPERATING SYSTEMS

DOS, MS-WINDOWS Version -7

UNIT 3: OFFICE APPLICATIONS – I

MS OFFICE: MS-WORD

UNIT 4: OFFICE APPLICATIONS - II

MS OFFICE: MS-EXCEL

UNIT 5: OFFICE APPLICATIONS - III

MS OFFICE: MS-POWER POINT

Note:

1. A candidate has to complete a minimum of 120 hrs of training.
2. MS-OFFICE 2007 to be followed for Theory and Practical Examinations.
3. The weightage for Theory and Practical Examinations as follows.
 - a. MS WINDOWS - 40%
 - b. MS OFFICE - 60%

DETAILED SYLLABUS – THEORY

UNIT 1

BASICS OF COMPUTER

Introduction to Computer: Definition - History & Generation of Computer (From First to 5th) - Applications of Computer – Advantages of Computer – Terms related to Computer - Characteristics of Computer: Speed, Storage, Versatility and Diligence – Hardware & Software. Block Diagram and Working Principle of Computer - Types of Computer: On the Basis of Working - Analog, Digital & Hybrid, On the Basis of Size - Main frame, Mini Computer, Super Computer, Work station, Micro Computer, Desktop Computer, Laptop Computer, Palmtop Computer; **Memory:** Units, Representation, Types - Primary memory: RAM, ROM, PROM, EPROM, EEPROM, DDR Secondary memory: Hard disk, CD, DVD, Blue ray Disc, Pen Drive Magnetic tape & Zip disk – **CPU:** Components of CPU - Mother board, Hard disk, RAM, ROM, Processor, SMPS & Connecting wire - Graphics Card, Sound Card, Network Card – Modem; **Input, Output devices:** Keyboard, Mouse, Scanner, Digital Camera, Joystick, Pen drive, Monitor, Printer, Plotter – Connecting port – Serial, parallel – USB port.

UNIT 2

OPERATING SYSTEMS

Windows:

Definition of Operating System - Functions of OS - Types of OS: Single user, Multi-User, multi-task, RTOS, Single-user, Multi-tasking – **Windows Desk top** - **GUI:** Definition, Standards, Cursors/Pointers, Icons– **Desktop icons and their functions:** My computer, My documents, Network neighborhood, Recycle Bin, Start menu, Task bar **Task Bar** – Control Panel ,Start button - **Parts of Windows** -Title bar-Menu bar - Scroll bar- Status bar, Maximize, Minimize, close and Resize & Moving a Window – **Windows** - Start Menu –Help Menu- Preview Menu; **Logoff & Shutdown** – **Keyboard Accelerators:** Key board short keys or hotkeys – **Working with Notepad & WordPad:** Opening & Saving files, Formatting, Printing, Inserting objects, Finding & replacing text, Creating & Editing Images with Microsoft paint, using the Calculator – Personalising Windows.

UNIT-3

OFFICE APPLICATIONS – I

MS Word - Working with Documents -Opening & Saving files, Editing text documents, Inserting, Deleting, Cut, Copy, Paste, Undo, Redo, Find, Search, Replace, Formatting page & setting Margins, Converting files to different formats, Importing & Exporting documents, Sending files to others, Using Tool bars, Ruler, Using Icons, using help, **Formatting Documents** - Setting Font styles, Font selection- style, size, colour etc, Type face - Bold, Italic, Underline, Case settings, Highlighting, Special symbols, Setting Paragraph style,

Alignments, Indents, Line Space, Margins, Bullets & Numbering. **Setting Page style** - Formatting Page, Page tab, Margins, Layout settings, Paper tray, Border & Shading, Columns, Header & footer, Setting Footnotes & end notes – Shortcut Keys; Inserting manual page break, Column break and line break, Creating sections & frames, Anchoring & Wrapping, Setting Document styles, Table of Contents, Index, Page Numbering, date & Time, Author etc., Creating Master Documents, Web page. **Creating Tables**- Table settings, Borders, Alignments, Insertion, deletion, Merging, Splitting, Sorting, and Formula, **Drawing** - Inserting ClipArts, Pictures/Files etc., **Tools** – Word Completion, Spell Checks, Mail merge, Templates, Creating contents for books, Creating Letter/Faxes, Creating Web pages, Using Wizards, Tracking Changes, Security, Digital Signature. **Printing Documents** – Shortcut keys.

UNIT-4

OFFICE APPLICATIONS – II

Introduction to MS Office – MS Excel :

MS Excel: Spread Sheet & its Applications, Opening Spreadsheet, Menus - main menu, Formula Editing, Formatting, Toolbars, Using Icons, Using help, Shortcuts, Spreadsheet types. Working with Spreadsheets- opening, Saving files, setting Margins, Converting files to different formats (importing, exporting, sending files to others), Spread sheet addressing - Rows, Columns & Cells, Referring Cells Selecting Cells – Shortcut Keys. **Entering & Deleting Data**- Entering data, Cut, Copy, Paste, Undo, Redo, Filling Continuous rows, columns, Highlighting values, Find, Search & replace, Inserting Data, Insert Cells, Column, rows & sheets, Symbols, Data from external files, Frames, Clipart, Pictures, Files etc, Inserting Functions, Manual breaks, **Setting Formula** - finding total in a column or row, Mathematical operations (Addition, Subtraction, Multiplication, Division, Exponentiation), Using other Formulae. **Formatting Spreadsheets**- Labelling columns & rows, Formatting- Cell, row, column & Sheet, Category - Alignment, Font, Border & Shading, Hiding/ Locking Cells, Anchoring objects, Formatting layout for Graphics, Clipart etc., Worksheet Row & Column Headers, Sheet Name, Row height & Column width, Visibility - Row, Column, Sheet, Security, Sheet Formatting & style, Sheet background, Colour etc, Borders & Shading – Shortcut keys. **Working with sheets** – Sorting, Filtering, Validation, Consolidation, and Subtotal. **Creating Charts** - Drawing. **Printing. Using Tools** – Error checking, Spell Checks, Formula Auditing, Creating & Using Templates, Pivot Tables, Tracking Changes, Security, Customization.

Introduction to MS Office-MS Power Point:

MS Power point: Introduction to presentation – Opening new presentation, Different presentation templates, Setting backgrounds, Selecting presentation layouts. **Creating a presentation** - Setting Presentation style, Adding text to the Presentation. **Formatting a Presentation** - Adding style, Colour, gradient fills, Arranging objects, Adding Header & Footer, Slide Background, Slide layout. Adding Graphics to the Presentation- Inserting pictures, movies, tables etc into presentation, Drawing Pictures using Draw. **Adding Effects to the Presentation-** Setting Animation & transition effect. **Printing Handouts**, Generating Standalone Presentation viewer.

SYLLABUS – PRACTICAL

SUGGESTED HANDS ON EXERCISES

OPERATING SYSTEM

1. Starting the Windows, Starting a program, running a program, Running multiple programs and switching between windows customizing the Task bar, Recycle bin, restoring the deleted files.
2. Creating and removing folders, making the taskbar wider, arranging icons on the Desktop Displaying and hiding the taskbar clock, controlling the size of start menu options Creating Shortcuts.
3. Installing a screen saver Assigning wallpaper to Desktop Adding a program to the start menu adding a program shortcut in the Desktop Customizing the mouse settings.
4. Expanding and collapsing a folder Recognizing File types using icons running a program from explorer Renaming a file or folder sorting a folder.
5. Displaying the properties for a file or folder Using cut and paste operations to move a file Using copy and paste operations to copy a file Moving and copying files with mouse Searching a file or folder by using search command.
6. Finding a file or folder, the speaker volume, Recording and saving an audio file connecting a printer to the PC.
7. MS-DOS: Creating folders, renaming folders and files copying, moving, deleting files.

OFFICE APPLICATIONS – I: MS-WORD

1. Preparing a Govt. Order / Official Letter / Business Letter / Circular Letter.
2. Covering formatting commands - font size and styles - bold, underline, upper case, lower case, superscript, subscript, indenting paragraphs, spacing between lines and characters, tab settings etc.
3. Preparing a news letter:
 - To prepare a newsletter with borders, two columns text, header and footer and inserting a graphic image and page layout.
4. Creating and using styles and templates:
 - To create a style and apply that style in a document
 - To create a template for the styles created and assemble the styles for the template.
5. Creating and editing the table:
 - To create a table using table menu
 - To create a monthly calendar using cell editing operations like inserting, joining, deleting, splitting and merging cells
 - To create a simple statement for math calculations viz. totalling the column.
6. Creating numbered lists and bulleted lists:
 - To create numbered list with different formats (with numbers, alphabets, roman letters)
 - To create a bulleted list with different bullet characters.
7. Printing envelopes and mail merge.
 - To print envelopes with from addresses and to addresses
 - To use mail merge facility for sending a circular letter to many persons.
 - To use mail merge facility for printing mailing labels.
8. Using the special features of word
 - To spell check and correct.
 - To generate table of contents for a document

- To prepare index for a document.
 - To find and replace the text
9. Create an advertisement Prepare a resume.
 10. Prepare a Corporate Circular letter inviting the share holders the Annual Meeting.

OFFICE APPLICATIONS – II : MS-EXCEL

1. Using formulas and functions:
2. To prepare a Worksheet showing the monthly sales of a company in different branch offices (Showing Total Sales, Average Sales).
3. Prepare a Statement for preparing Result of 10 students in 5 subjects (using formula to get Distinction, I Class, II Class and Fail under Result column against each student).
4. Operating on the sheets:
5. Finding, deleting and adding records, formatting columns, row height, merging, splitting columns etc. Connecting the Worksheets and enter the data.
6. Creating a Chart:
7. To create a chart for comparing the monthly sales of a company in different branch offices.
8. Using the data consolidate command:
9. To use the data consolidate command to calculate the total amount budgeted for all departments (wages, travel and entertainment, office supplies and so on) or to calculate the average amount budgeted for – say, department office expenses.
10. Sorting Data, Filtering Data and creation of Pivot tables.
11. Using the data consolidate command:
12. To use the data consolidate command to calculate the total amount budgeted for all departments (wages, travel and entertainment, office supplies and so on) or to calculate the average amount budgeted for – say, department office expenses.
13. Sorting Data, Filtering Data and creation of Pivot tables.

OFFICE APPLICATIONS – III : MS-POWER POINT

1. Creating a new Presentation based on a template – using Auto content wizard, design template and Plain blank presentation.
2. Creating a Presentation with Slide Transition – Automatic and Manual with different effects.
3. Creating a Presentation applying Custom Animation effects –Applying multiple effects to the same object and changing to a different effect and removing effects.
4. Creating and Printing handouts.

SCHEME OF VALUATION AND PATTERN OF QUESTION PAPER

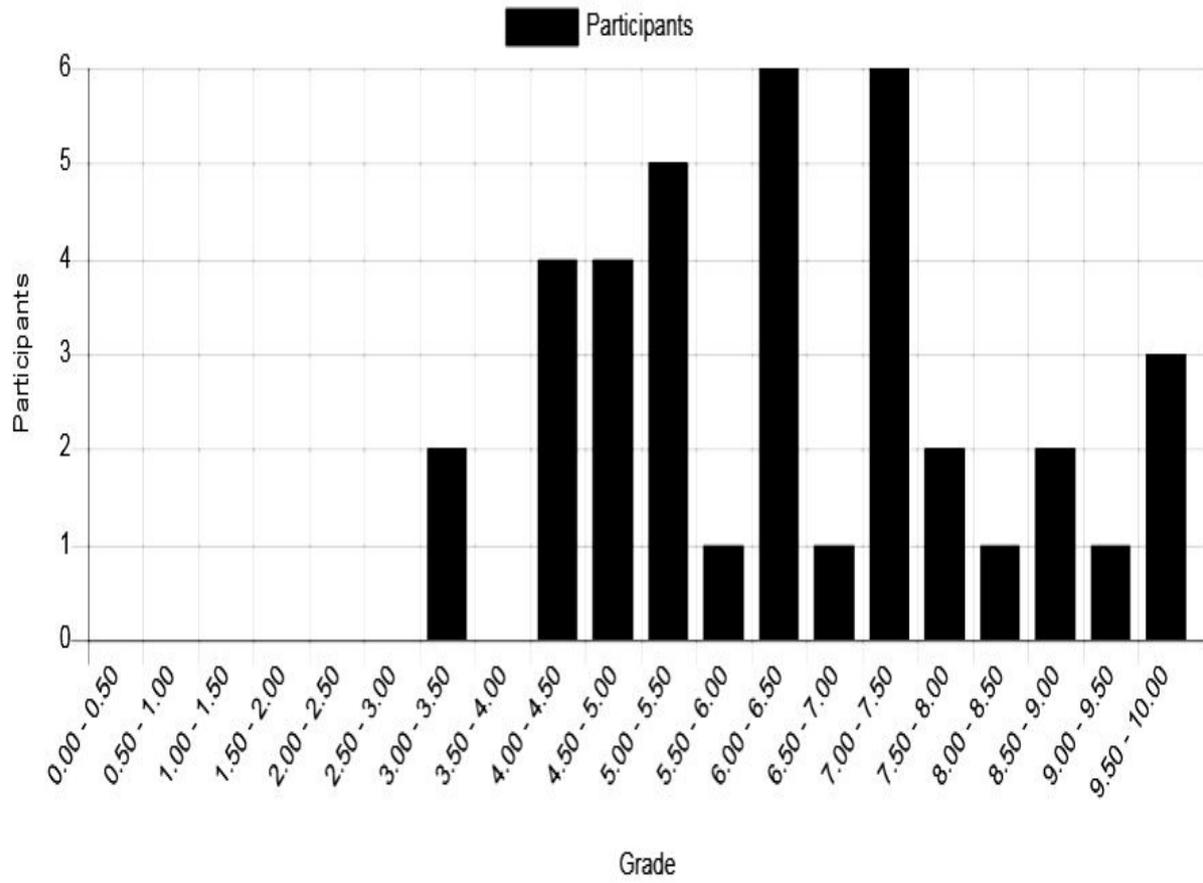
ONLINE EXAMINATION				
Time: 1 Hrs	Max. Marks: 100		Min. Marks to pass :40	
S. No	Type of the Questions	No. of Questions	Marks per Question	Total Marks
1	Multiple Choice Questions	50	2	100

SUGGESTED READING AND REFERENCE BOOKS:

1. Fundamentals of computers - V.Rajaraman - Prentice- Hall of india.
2. Microsoft Office 2007 Bible - John Walkenbach,Herb Tyson,Faithe Wempen,cary N.Prague,Michael R.groh,Peter G.Aitken, and Lisa a.Bucki -Wiley India pvt.ltd.
3. A Conceptual Guide to OpenOffice.org 3 - R. Gabriel Gurley- CreateSpace Independent Publishing Platform, 2008.
4. Introduction to Information Technology - Alexis Leon, Mathews Leon, and Leena Leon, Vijay Nicole Imprints Pvt. Ltd., 2013.
5. Computer Fundamentals -P. K. Sinha Publisher: BPB Publications.
6. Operating System Concepts - by Abraham Silberschatz, Greg Gagne, and Peter Baer Galvin Publisher: Wiley; 8 edition (July 29, 2008)
7. <http://windows.microsoft.com/en-in/windows/windows-basics-all-topics>

STUDENT'S PERFORMANCE SHEET

Overall number of students achieving grade ranges



St.Joseph's Degree College, Sunkesula Road, Kurnool**Department of Computer Science****Score of the Students in the Online Exam 2019-20**

Surname	First name	Email address	State	Started on	Completed	Time taken	Grade/10.00
MohammedImthiaz	Shaik	mohammedimthiaz@gmail.com	Finished	10/12/2019 11:35	10/12/2019 12:11	35 mins 50 secs	7.4
Mohan	B	mohan@gmail.com	Finished	10/12/2019 11:35	10/12/2019 12:11	35 mins 34 secs	7.2
RevanthKumar	D	drevanthkumar@gmail.com	Finished	10/12/2019 11:36	10/12/2019 12:16	40 mins 56 secs	7.2
NabiPeera	Syed	syednabipeera@gmail.com	Finished	10/12/2019 11:36	10/12/2019 12:14	38 mins 43 secs	5.2
Hussain	Zakir	zakirhussain@gmail.com	Finished	10/12/2019 11:36	10/12/2019 12:09	32 mins 55 secs	4.2
MadhuKumar	K	kmadhukumar@gmail.com	Finished	10/12/2019 11:37	10/12/2019 12:17	39 mins 16 secs	4.2
Rammohan	E	erammohan@gmail.com	Finished	10/12/2019 11:39	10/12/2019 12:20	41 mins 23 secs	4.4
JeevanReddy	B	bjeevanreddy@gmail.com	Finished	10/12/2019 11:39	10/12/2019 12:22	42 mins 33 secs	4.4
JayavardhanReddy	S	sjayavardhanreddy@gmail.com	Finished	10/12/2019 11:40	10/12/2019 12:21	40 mins 52 secs	5
Sohail	Shaik	shaiksohail@gmail.com	Finished	10/12/2019 11:42	10/12/2019 12:19	36 mins 43 secs	4.8
SaiSudha	U	usaisudha@gmail.com	Finished	10/12/2019 11:44	10/12/2019 12:00	16 mins 40 secs	3.2
Ruchitha	V	vruchitha@gmail.com	Finished	10/12/2019 11:44	10/12/2019 12:15	31 mins 13 secs	6.2
Sangeetha	P	psangeetha@gmail.com	Finished	10/12/2019 11:44	10/12/2019 12:13	29 mins 10 secs	5
KrishnaSree	I	ikrishnasree@gmail.com	Finished	10/12/2019 11:44	10/12/2019 12:12	27 mins 37 secs	7
Sreelatha	K	ksreelatha@gmail.com	Finished	10/12/2019 11:45	10/12/2019 12:11	26 mins 45 secs	9.8
Prasanna	KGnana	kgnanaprasanna@gmail.com	Finished	10/12/2019 11:45	10/12/2019 12:12	26 mins 58 secs	8.4

Masood	SMd	smdmassod@gmail.com	Finished	10/12/2019 11:45	10/12/2019 12:10	25 mins 21 secs	7.2
HanumanthaReddy	P	hanumanthareddy@gmail.com	Finished	10/12/2019 11:46	10/12/2019 12:18	32 mins 1 sec	4.6
Kavitha	D	dkavitha@gmail.com	Finished	10/12/2019 11:46	10/12/2019 12:15	29 mins 5 secs	9.2
SaiKumar	B	saikumar@gmail.com	Finished	10/12/2019 11:46	10/12/2019 12:13	27 mins 24 secs	7.8
Suswarani	H	hsuswarani@gmail.com	Finished	10/12/2019 11:48	10/12/2019 12:16	28 mins 22 secs	8.8
Gayathri	B	bgayathri@gmail.com	Finished	10/12/2019 12:00	10/12/2019 12:08	7 mins 59 secs	2.4
Srikanth	K	srikanth@gmail.com	Finished	10/12/2019 12:02	10/12/2019 12:18	15 mins 24 secs	4.6
Harish	V	harish@gmail.com	Finished	10/29/2019 11:07	10/29/2019 11:42	34 mins 57 secs	6.6
Sanjay	G	sanjay@gmail.com	Finished	10/29/2019 11:08	10/29/2019 11:32	23 mins 55 secs	5
HemanthKumar	T	themanthkumar@gmail.com	Finished	10/29/2019 11:15	10/29/2019 11:31	16 mins 6 secs	6.4
Vinay	RV	rvvinay@gmail.com	Finished	10/29/2019 11:16	10/29/2019 11:43	27 mins 15 secs	6.2
Vamsi	M	mvamsi@gmail.com	Finished	10/29/2019 11:17	10/29/2019 11:43	25 mins 35 secs	4.8
Deepak	CN	deepak@gmail.com	Finished	10/31/2019 11:55	10/31/2019 12:04	9 mins 14 secs	9.6
Srinivas	G	gsrinivas@gmail.com	Finished	10/31/2019 11:56	10/31/2019 12:05	8 mins 47 secs	10
Mabulal	S	smabulal@gmail.com	Finished	10/31/2019 11:58	10/31/2019 12:17	19 mins 3 secs	5.4
VinodKumarReddy	A	vinodkumarreddy@gmail.com	Finished	10/31/2019 11:59	10/31/2019 12:13	13 mins 59 secs	7.4
Preethi	P	ppreethi@gmail.com	Finished	11/1/2019 10:15	11/1/2019 10:32	16 mins 24 secs	6.4
Rashi	N	nrashi@gmail.com	Finished	11/1/2019 10:16	11/1/2019 10:31	15 mins 26 secs	8.6
Mounika	V	vmounika@gmail.com	Finished	11/1/2019 10:17	11/1/2019 10:34	17 mins 29 secs	5.8

Bhavani	K	kbhavani@gmail.com	Finished	11/1/2019 10:18	11/1/2019 10:36	18 mins	6
Sirisha	M	msirisha@gmail.com	Finished	11/1/2019 10:19	11/1/2019 10:38	19 mins 8 secs	3.4
S	Gayathri	sgayathri@gmail.com	Finished	11/1/2019 10:26	11/1/2019 10:37	10 mins 58 secs	7.6
Gayathri	B	bgayathrimpc@gmail.com	Finished	11/1/2019 10:42	11/1/2019 10:52	10 mins 13 secs	6
Overall average							6.24

St. Joseph's Degree College

Sunkesula Road Kurnool.

Certificate Course on C Language and MS-Office

2019-20 Batch

Sno	Student Name	Class	Marks	Certificate No	Signature
1	E Ram Mohan	III MPC C	24	'01/01	E. Ram Mohan
2	T Hemanth Kumar	III MPC C	28	'01/02	T. Hemanth Kumar
3	S Md Intaiz	III MPC C	29	'01/03	S. Md Intaiz
4	N Naresh Reddy	III BZC(Boys)	30	'01/04	N. Naresh Reddy
5	S Zakir Hussain	III BZC(Boys)	33	'01/05	S. Zakir Hussain
6	K Urukundamma	III MPC A	18	'01/06	K. Urukundamma
7	A Md Haseeb	III MBC	26	'01/07	md Haseeb
8	G P Vijay Narasimha Yadav	III BZC(Boys)	31	'01/08	G.P. Vijay
9	S Jaya vardhan Reddy	III MPC C	25	'01/09	S. Jayavardhan Reddy
10	S Tarak Ram Naik	III BZC(Boys)	35	'01/10	S. Tarak Ram Naik
11	D Rakesh	III MPC	20	'01/11	D. Rakesh
12	S Mabulal	III BZC B	20	'01/12	S. Mabulal
13	B Mohan	III MPC C	20	'01/13	B. Mohan
14	B Sai Kumar	III MPC C	16	'01/14	B. Sai Kumar
15	B K Naresh	III MPC C	12	'01/15	B.K. Naresh
16	G Srinivas	III MPC C	20	'01/16	Srinivas
17	C N Deepak	III MPC C	22	'01/17	C.N. Deepak



Signature of the Trainer



Signature of the HOD

St. Joseph's Degree College

Sunkesula Road Kurnool.

Certificate Course on C Language and MS-Office

2019-20 Batch

Sno	Student Name	Class	Marks	Certificate No	Signature
18	R V Vinay	III MPC C	14	'01/18	R.V.Vinay
19	K Srikanth	III MPC C	11	'01/19	K. Srikanth.
20	K Madhu Kumar	III MPC C	16	'01/20	K. Madhu Kumar
21	K Gnana Prasuna	III MPC A	22	'01/21	K. Prasuna
22	S Mohammad Jafar	III MPC	25	'01/22	S.Md. Jafar
23	S Malik Basha	III MPC C	21	'01/23	S. Malik Basha.
24	S Sohail	III MPC	9	'01/24	S. Sohail
25	P Hanumanth Reddy	III MPC	18	'01/25	P. Hanumanth
26	P Pahmida	III MPC A	25	'01/26	Pahmida.
27	K Sreelatha	III MPC A	23	'01/27	K. sreebatha
28	V Harish	III MPC C	14	'01/28	V. Harish
29	M Vamsi	III MPC C	19	'01/29	M. Vamsi
30	B Gayathri	III MPC	9	'01/30	B. Gayathri
31	D Kavitha	III MPC A	25	'01/31	D. Kavitha
32	S Zeba Nasreen	III MPC A	21	'01/32	S. Zeba Nasreen
33	K Sree Bindu	III MPC A	14	'01/33	K. Sree Bindu

34 D.Revanth kumar III BZC

01/34 D.Revanth kumar


Signature of the Trainer


Signature of the HOD