Subject Code: 09CE1101

Subject Name: Computer Fundamental Skill

Diploma Studies Year - I

Objective: The application of Computer knowledge is essential the students of all disciplines of Engineering in addition to their respective branch of study. Objective of this subject is to make the students understand the functioning of MS-Office. It will also help students in particular for creating business documents, data analysis and graphical representations using office automation like MS-Word, MS-Excel and MS-PowerPoint.

Credits Earned: 2 Credits

Course Outcomes: After completion of this course, student will be able to

- ➢ Personalize their own desktop
- ➢ Use various facilities available in the word processor
- ➢ Prepare Power Point presentation with different formats
- ➢ Create different types of charts
- ➢ Prepare PowerPoint presentation
- ➢ Understand Internet concepts and usage of e-mail

Pre-requisite of course: NA.

Teaching and Examination Scheme

Teaching Scheme (Hours)			Credits	Theory Marks			Tutorial/ Practical Marks		Total Marks
Theory	Tutorial	Practical		ESE (E)	IA	(CSE)	Viva (V)	Term work (TW)	
0	0	4	2	00	30	20	25	25	100

Contents:

Unit	Topics	Contact Hours
1	**FUNDAMENTALS OF COMPUTER SYSTEM** Introduction to Hardware and Software, Block diagram of computer system, Introduction to OS, My Computer & Recycle bin, Desktop, Icons and Explorer, Screen description, Dialog Boxes & Toolbars, taskbar, Working with Files & Folders, simple operations like copy, delete, moving of files and folders from one drive to another, Shortcuts, use of Control Panel, setting common devices using control panel, modem, printers, audio, network, fonts, creating users, internet settings, Start button & Program lists, Installing and Uninstalling new Software program on your computer - Copying in CD/DVD settings.	9
2	**WORD PROCESSING** Introduction to Word Processing – Examples- Creation of new documents, opening document, insert a document into another document, Page setup, margins, gutters, font properties, Alignment, page breaks, customize header-footer, Saving a document, spell checker, creating a table, entering and editing, changing format of table, height width of row or column, editing-deleting Rows, borders, shading, Templates, drawing objects, mail merge, Printing a document.	9
3	**SPREADSHEET** Introduction to Workbook & Worksheets; Various Data Types; Using different features with Data, Cell and Texts; Inserting, Removing & Resizing of Columns & Rows; Working with data; Different Views of Worksheets; Column Freezing, Labels, Hiding, Splitting, Use of Formulas, Calculations & Functions; Cell Formatting including Borders & Shading; Working with Different Chart Types; Printing of Workbook & Worksheets with various options.	8
4	**PRESENTATIONS** Introduction - Opening new presentation, Parts of PowerPoint window, Features of PowerPoint, Background design, Word art, Clip art, Drawings - Animations, Sound, Views, types of views, inserting and deleting slides, arranging slides, slides show, rehearsal, setup show, custom show - creating custom presentations, auto content wizard, working with auto content wizard	8

5	**INTERNET**	6
	Introduction – Getting acquainted with Internet Connection, Browsers, Website URL, Open a website, Net Browsing,Email: Creating E-mail id – Sending, receiving and deleting E-mail - Email with Attachments – CC and BCC, Chatting, Creating Group mail - Google docs, Search Engines, Searching topics	
	Total Hours	**40**

Reference Books:

1. R. Taxali, "Computer Course", Tata McGraw Hills. New Delhi.

2. Wallace Wang, "MS-Office for Dummies", Wiley India, New Delhi

3. Dr. Shailendra Singh, Pawan Thakur, Anurag Jain," Basic Computer Engineering", Satya Prakashan, New Delhi, India

Suggested Theory distribution:

The suggested theory distribution as per Bloom's taxonomy is as per follows. This distribution serves as guidelines for teachers and students to achieve effective teaching-learning process

Distribution of Theory for course delivery and evaluation					
Remember	Understand	Apply	Analyze	Evaluate	Create
35%	35%	30%	0%	0%	0%

Suggested List of Experiments:

1. (i) Install screen saver and change the monitor resolution by 1280X960
   (ii) Set a new wallpaper
   (iii) Create, move, delete and rename a folder
   (iv) Copy, paste and cut a folder/file
   (v) Display the properties for a file or folder
2. (i) Restore files and folders from Recycle bin
   (ii) Create short cuts for folder/file
   (iii) Find a file or folder by name
   (iv) Select and move two or more files/folders using mouse
   (v) Sort folders/files.
3. Write a letter about your College about 200 words with two paragraphs and apply following functions
   (i) Set Arial font of size 12

    (ii)   Bold Title of College

    (iii)   Make a justify alignment for paragraph text

    (iv)   Use format Painter to format the second paragraph

    (v)   Use 1.5 line spacing in paragraph

4   Create a newsletter of three pages with two columns text. The first page contains some formatting bullets and numbers. Set the document background colour and add 'confidential' as the watermark. Give the document a title which should be displayed in the header. The header/ footer of the first page should be different from other two pages. Also, add author name and date/ time in the header. The footer should have the page number.

5   Prepare a table using MS word – Sales Analysis for a period of five years for three products and sort that data.

6   Make out print of document by setting page layout and margins.

7   Create a standard covering letter and use mail merge to generate the customized letters for applying to a job in various organizations.

8   Using EXCEL prepare a table for Students marks and perform the following functions Total, Average, Percentage, conditional sum.

9   Create a result sheet containing Candidate's Register No., Name and Marks for six subjects. Freezing column containing the Candidate's register no and name Calculate the total and result. The result must be calculated as below and failed candidates should be turned to red.

Result is Distinction if Total >= 70 %

First Class if Total > = 60 % and < 70 %

Second Class if Total >= 50 % and < 60 %

Pass if Total >= 35 % and < 50 %

Fail otherwise

10   Prepare line, bar and pie chart to illustrate the subject wise performance of the class for any one semester with the following data

Operating Systems	98%
C Programming	54%
Electrical and Electronics Engineering	87%
C Programming Practical	95%
Electrical and Electronics Practical	100 %
Operating Systems Practical	78%

11   Prepare a presentation by using Master slide Functionality.

12 Make a marketing presentation of any consumer product with at least 10 slides. Use different customized animation effects on pictures and clip art on any four of ten slides.

13 Create an e-mail id and perform the following

- Write an e-mail inviting your friends about an Event that going to be organized by college
- Make your own signature and add it to the e-mail message.
- Add a word attachment of the venue route
- Send the e-mail to at least 5 of your friends.
- Add your Subject Faculty's email id in CC field and Class Coordinator's email id in BCC field.

14 Make a Google group of at least 10 person and share a spreadsheet and invite them to enter their details.

Instructional Method:

a. The course delivery method will depend upon the requirement of content and need of students. The teacher in addition to conventional teaching method by black board, may also use any of tools such as demonstration, role play, Quiz, brainstorming, MOOCs etc.

b. The internal evaluation will be done on the basis of continuous evaluation of students in the laboratory and class-room.

c. Practical examination will be conducted at the end of semester for evaluation of performance of students in laboratory.

d. Students will use supplementary resources such as online videos, NPTEL videos, e-courses, Virtual Laboratory