

# **Computer fundamentals and PC package**

## **UNIT I**

What is computer? Components of com, Generation of computer, Types of computer system – input device, output device and CPU, , Characteristics and limitation of computer.

Computer Memory

Primary memory, RAM –ROM , Secondary memory, : Hard Disk, CD,DVD, BRD, Optical Disk , ,Magnetic tape, Magnetic disk

Input – Output device:

Key board, monitor, track ball, joystick, scanner (OCMR ,MICR, OMR ,BAR code reader), printer and types of printers ,plotters ,light pen, touch screen

## **UNIT II Basics of computer software**

Introduction to software, types of software: application software and System software, Operating System, utilities software, word processing software, spreadsheet software, presentation software, Database software

Virus and types of Virus, Malicious software

## **UNIT III Introduction to MS WORD**

Documents and documents types, Menus, shortcuts ,working with documents : opening –new and existing file, save file, Working with documents :- insert, delete, cut, copy, paste ,redo , undo

## **UNIT IV Introduction to MS EXCEL**

Working with Spreadsheet and its application, working with spreadsheet: Opening, saving files

Introduction to MS-POWERPOINT

Application of power point presentation ,creating new presentation ,different presentation templates, setting background, Formatting a presentation – add back ground :Style, Color, Gradient ,Fills Adding header and footer ,slide background , slide layout, inserting picture, movies, tables etc. Setting animation and transition effect

## **Unit V Introduction to Web Components**

Introduction of internet, Network, HTTP,WWW,URL, HTML, WEB BROUSERS , FTP, Proxy Server ,E-Mail