

SARDAR PATEL UNIVERSITY
CCC (Course on Computer Concept) Syllabus

Introduction to Computer and Operating System

- Computer - introduction, meaning, Characteristics of Computers, Basic applications of a Computer, Computer Classifications, Components of a Computer System, Representation of data/Information, Concepts of data processing
- Meaning of Operating System (OS), Functions of an Operating System (OS)
- Microsoft Windows – Introduction, Graphical User Interface (GUI), Desktop, Windows Explorer, Folders and Files, Wallpaper and Screen Savers, Control Panels
- Basic Applications – Calculator, Notepad and Paint Brush

Working with a Word Processor

- Introduction to Word Processing software, Benefits of Word Processing software
- Use of menu bar and its options, toolbars, working with documents (opening, saving, closing, previewing and printing), page setup, cursor movements, working with texts – typing, aligning, selecting, cut, copy and paste, applying different effects like bold, underline, italics etc
- Using tables, drawing tools, inserting pictures
- Mail merge facility
- English and Gujarati Typing, Gujarati Indic IME, Google Input Tools

Working with a Spreadsheet

- Introduction to spread sheet, benefits of using spread sheet, elements of spread sheet
- Use of menu bar and its options, toolbars, , working with spreadsheets (opening, saving, closing, previewing and printing), page setup, cursor movements
- Working with cells – entering data (text, number, date), bold, underline, italics, merging, splitting, cut, copy, paste
- Using formulas – writing simple formula to perform basic mathematical operations
- Working with functions and charts (some basic operations)

Working with a Presentation and Internet

- Presentation tool – introduction, preparing slides, viewing presentation
- Animation effect, inserting pictures, sound and video
- Computer Communication and Internet : Basics of Computer networks, LAN, WAN, MAN (only introduction), Internet – concepts, application of Internet, WWW, Web Browsers, URLs, important website addresses