

**VIR NARMAD SOUTH GUJARAT UNIVERSITY, SURAT**  
**F.Y.B.COM**  
**COMPUTER APPLICATION (VOCATIONAL)**

**PAPER-I COMPUTER FUNDAMENTAL & OPERATING SYSTEM**

With Effect From : 2005-06

**1. Elements Of The Computer System: (15%)**

What Is Computer? – What Is A Digital Computer – Functions Of Digital Computer – Component Of Digital Computer – Functions Of Input Unit - Functions Of Central Processing Unit - Functions Of Output Unit – Detail Functioning Of Computer – How The System Units Work Together – Characteristic Of Computer – Computer System Organization – Hardware – Software – System Software – Application Software – What Is Programming Language – Types Of Programming Language – Low Level Language – High Level Language – Classifications Of Computers, Micro, Mini, Main Frame, Super

**2. Computer Hardware: (20%)**

Functioning Of CPU – Microprocessor – Types Of Microprocessor – Address, Control And Data Buses- Memories – Main Memory – Division Of Main Memory – Memory System Hierarchy – Input Units – Output Units – Printers – Plotters – Digitizers – Monitors – Secondary Storage Devices – Hard Disk–Mechanism of Storing data on harddisk – Floppy Disk – Capacity Of Each Memory – CD ROM And Its Constructional & Functional Details.

**3. Operating System: (35%)**

**Operating System (20%)**

Evolutions of Operating system and history – Needs of an Operating system – Single User and Multi user Operating System – BIOS – POST Operation – System Files – Configuration Files – Internal DOS Commands, TIME, DATE, DIR, MD, RD, CD, COPY CON, TYPE, VOL, VER, PROMPT, COPY, RENAME, DEL –External Commands, LABEL, PRINT, FORMAT, RESTORE, BACKUP, DISKCOPY, CHKDSK, ATTRIB, XCOPY.

Example Of Multi-user Operating system – Introduction to Unix, Unix Commands, PWD, CD, LOGNAME, LS-X/-F/-L/-A, CAT, WC, TYPE, MKDIR, RMDIR, CP, RM, MV, CLEAR

## **Windows 98**

**(15%)**

Windows 98 Screen - My Computer – Explore, Find Screen, Between During The Previous Month, During The Previous Days – Advanced Rename, Delete, Cut, Copy, Paste – Windows Explorer – Long File Names – The Desktop Properties – Folders – Shortcut Menus – Close, Minimize, Maximize Button, What Is This? – Programs And Accessories – Multimedia, CD Player, Volume Control, System Tools, Scan Disk, Calculator – Character Map – Overview Of Hyper Terminal – Overview Of Notepad – Overview Of WordPad – Overview Of Paint – Use Of Microsoft Internet Mail – Recycle Bin – Control Panel – Accessibility Options – Add/Remove Programme, Install/Uninstall, Date & Time, Display, Fonts, Printers Etc.

## **4. Microsoft Word:**

**(30%)**

Start Word – File Menu – Open, Close, Save, Save As, Save All, Find File, Page Setup, Print Preview, Print, Edit Menu – Select All – Find - Replace – Go To – Object – View Menu - Normal, Outline – Page Layout – Master Documents – Full Screen -Toolbar , Ruler, Header & Footer – Foot Note, Annotation – Zoom- Insert – Page Number, Date & Time, Field, Symbol – Index & Table, File – Frame – Picture – Object - Format Menu – Font - Paragraph – Tab- Columns – Change Case – Drop Cap – Style Gallery, Style – Tools Menu – Spelling & Grammar –Word Count– Options- Auto Correct - Mail Merge – Macro-Table Menu – Delete Cells –Split Cells– Insert Cells – Format Cells – Height & Width-Sort.

## **Reference Books For Paper - I:**

1. Computer Fundamentals - By P.K.Sinha (BPB Publication)
2. Fundamentals of Computer - By V. Rajaraman
3. Fundamentals of Computer - By Sukhvir Singh (Khanna Publisher)
4. 'O' level Computer Fundamental - By Satis Jain(BPB Publication)
5. Introduction to Computer Science - ITL Education Solutions Limited
6. Teach Your Self-Windows 98 in 21 days - Paul Cassel & Michael Hart  
BPB/Techmedia Publication
7. Teach Your Self-Word 2000 in 21 days - Heidi Steele  
BPB/Techmedia Publication
8. Personal Computer, Windows 98 and MS Office 2000(Gujarati) -By Hemang Antani & Keyur Shah
9. MS Office 2000(Gujarati) - Venus Publication
10. Mastering MSWord - **BPB Publication**