

# VEER NARMAD SOUTH GUJARAT UNIVERSITY SURAT

## F.Y.B.Com.

### COMPUTER SCIENCE

#### PAPER : Computer fundamental Windows 95, MS Word, MS Excel

With Effect From: Academic Year – 2002- 2003

Lecture 4.5 Hours / per week

Practical – 3.0 Hours / Per week

(A) **Elements of Computer system:-** (20%)

What is a Computer? – Functions of Computer- What is a digital computer?- Components of Digital computer- Functions of input units- Functions of central processing unit- functions of Output Units- Functions of Secondary Storage Devices- Hard-disk, Floppy disk. Detailed functioning of Computer-How the system units work together- Characteristics of computer-Computer system organization-Hardware-software-Operating system, Use of O.S., types of OS.

(B) **Windows 95:-** (20%)

Windows 95 screen-My computer-Explore, Find-Find's screen, Advanced, Rename, Delete, Cut, Copy, Paste-Windows Explorer-Long filenames, The Desktop properties, Folders, shortcut, Menus, close, Minimize and Maximize Button, what is this? Programs and Accessories-Multimedia, Scan Disk-Calculator-character map- Over view of Notepad-Over view of Wordpad-Overview of Paint. Use of Microsoft internet Explorer-Recycle Bin.

(C) **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 Document-Full Screen-Toolbars- Rulers, Headers and Footer Footnotes, Zoom-Insert-Page number, Date & Time, Tables, Format Menu-Delete Cells-Split cells-table Auto Format-Cell Height & Width.

(D) **Microsoft Excel:-** (30%)

Excel Intro-File Menu, New-Find File-Print Preview-Print Report-Edit Menu Find-File Clear-View Menu-Insert Menu-Format Menu Auto format, Menu-Solver-Protect-Options Sort-Form-Subtotals-Functions like Sum, Count, Average, Max, Min, Product, Std, Dev, Std Devp, Var, Varp.

1. PC Software and Micro-soft office, windows 98.
2. Teach your self M.S. Office-97.