

**F.Y.B.B.A. Semester-I**

**Effective from June 2011**

**Computer Application-I**

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|---------------------------------------------------------------------------|-----|
| 1. Introduction to Hardware                                               | 20% |
| a. Computer Introduction                                                  |     |
| b. Characteristics and limitation of computer                             |     |
| c. Block diagram of computer                                              |     |
| d. Input/Output/Storage Devices                                           |     |
| 2. Introduction to Software                                               | 20% |
| a. Types of software(System s/w and Application s/w)                      |     |
| b. Computer Languages(Low level and High level)                           |     |
| c. Operation system (Functions, Features and types of OS)                 |     |
| 3. Introduction to Windows                                                | 20% |
| a. Windows objects (Title bar,Menu bar, Tool bar, Status bar, Scroll bar) |     |
| b. Desktop Component (Task bar, My computer, My n/w place, Recycle bin)   |     |
| c. File Manager and Print Manager                                         |     |
| 4. Word Processing package                                                | 20% |
| a. Features                                                               |     |
| b. Formatting text and paragraph                                          |     |
| c. Working with tables                                                    |     |
| d. Bullets and numbering                                                  |     |
| e. Graphics                                                               |     |
| f. Hyperlink and bookmark                                                 |     |
| g. Macro                                                                  |     |
| h. Mail merge                                                             |     |
| 5. Presentation package                                                   | 20% |
| a. Creating and editing slides and objects                                |     |
| b. Custom animation effect                                                |     |
| c. Slide transition effect                                                |     |
| d. Design templates                                                       |     |
| e. Running slide show                                                     |     |

**References:**

1. Computer Application in Management By A.K.Saini
2. Fundamental of Computer By P.Mohan
3. Information Technology By Sushila Madan
4. Computer Fundamentals By Ashok Arora & Sefali Bansal
5. How Computer Works By Ron White, Techmedia