

SEC-I: COMPUTER BASICS AND AUTOMATION

Unit –I

BASIC OF COMPUTERS: Introduction to computers- Characteristics of computer, Generations of Computers, Classification of Computers, Basic computer organization, applications of Computer. Input and Output Devices- Input Devices, Output Devices, Soft Copy Devices, Hard Copy Devices. Computer Memory and Processors.

Unit – II

OFFICE AUTOMATION: Desktop, files and folders, recycle Bin, Web browser, Office Automation System, need for Office Automation System. Word, Excel, PowerPoint, Access.

Text Book:

1. Reema Thareja “Fundamentals of Computers” Oxford University Press 2015.

References:

1. A. Goel, Computer Fundamentals, Pearson Education, 2010.
2. Spoken Tutorial on “Linux (Ubuntu), LibreOffice (Writer, Calc, Impress), Firefox”, as E-resource for Learning. <http://spoken-tutorial.org>