

## 2.16 30288 COMPUTER APPLICATION

### UNIT-1 PREPARATION OF DOCUMENTS THROUGH WORD PROCESSING.

- 1.1 Idea of text editors like Microsoft word, write etc.
- 1.2 Opening a document. Preparing documents, inserting diagrams & tables.
- 1.3 Editing document.
  - (a) Character, word and Line Editing.
  - (b) Margin Setting, Paragraph alignment.
  - (c) Block Operations.
  - (d) Spell Checker
  - (e) Saving a document.

### UNIT-2 INFORMATION PRESENTATION FOR DECISION MAKING USING SPREAD SHEET: (EXCEL/LOTUS 1-2-3)

- 2.1 Applications of spread sheet.
- 2.2 Structure of spread sheet.
- 2.3 Preparing spread sheet for simple data and numeric operations.
- 2.4 Using formulae in spread sheet operations.
- 2.5 Making Tables, sorting and querying.
- 2.6 Creation of graphs, Pie charts, bar charts.
- 2.7 Printing reports.

### UNIT-3 COMPUTER AIDED DRAFTING (CAD)

- 3.1 Making simple drawings using features of CAD and confirming the drafting specifications.
- 3.2 Saving and retrieving drawings.
- 3.3 Dimensioning.
- 3.4 Lettering.
- 3.5 Plotted drawing

#### Reference Books:

1. Computer Applications in Management by Dahiya, U/ Nagpal, S. Taxman Allied Service
2. Computer Architecture & Organization by Hayes, J. P. 3rd ed MGH

I.I.E