

2.14 30408 INTRODUCTION TO COMPUTER APPLICATION

UNIT-1 THEORY:

- 1.1 Definition of computer-History and Evolution of computer.
- 1.2 Introduction to WINDOWS.
- 1.3 Introduction to M.S Office: MS WORD, MS EXCEL, MS POWER POINT.
- 1.4 Introduction to Internet and E-mail.

UNIT-2 PRACTICALS:

- 2.1 Study of computer
- 2.2 How to create folder and shortcuts
- 2.3 Study and use of MS WORD and its functions / commands
- 2.4 Study and use of MSEXCEL
- 2.5 Preparation of presentation in MS POWERPOINT
- 2.6 Study and use of Internet & Email

