

CSCC:01- INTRODUCTION TO IT

Objective: The course is designed to aim at imparting basic IT skills for an absolute beginner. After completing the course, the student is able to use the computer for basic purposes of preparing letters, viewing information on Internet (the web), sending mails, performing simple calculations using spreadsheets and creating presentations. Given that today, IT skills have become a basic necessity, the main objective of this course is to make students digitally literate.

Skills you will gain

- Introduction to Windows OS
- Introduction to MS Word
- Introduction to MS Excel
- Introduction to MS PowerPoint
- Introduction to the Internet

Content

Introduction and Windows OS: What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software; distinguishing between Data and Information; operating system: windows, Folders, Sub folders, Windows Explorer (Start -> All Programs -> Accessories -> Windows Explorer), Footnote, end note (Insert), Footer, Header (View), Save As (Duplicate copy), How to change the Screen saver (Start ->Control Panel -> Appearance and Themes -> Display),How to change the Desktop (Start -> Control Panel ->Appearance and Themes Display)

MS Word: Bookmark – Inserting, How to go to Bookmark, How to go to Page number, How to Get new pages, What happens when you press CTRL +SHIFT, Style and Formatting, Indentation- Left, Right, Hanging, First Line, Convert Text to Table and vice versa, What is Table AutoFormat?, How to use formula in a Table in MS Word? How to change the size of Margins, Orientation : Portrait, Landscape, Why use a Paragraph Marker?, How to change the size of Header/Footer, Paper Size : How to search word in a file?, How to replace a word in a file by a new word, shortcut keys : copy : ctrl + c, bold: ctrl+b, ctrl+ home, ctrl+ end, ctrl+ Page Up, CTRL+ Page Down, Toolbars, Spell Check, Insert symbols, Clipart, Insert Pictures, Bullets and numbering , Undo, redo, Paste, Paste Special, View : Ruler, Toolbars, Zoom, Measurement units: inches, cm, points, pica, Header and Footer, Change case (upper, lower case, title case, Toggle case, Sentence case),What is Toggle? Some terms: Numeric key pad, default, My Computer Animation in MS Word, Thesaurus, Function Keys, Accessing Help Menu, MAIL MERGE

MS Excel: Functions e.g. sum, average, max, min, if, vlookup, large, small, Charts, Copy the Charts from MS Excel to a file in MS Word, Filtering, What is auto filter? Sorting, Formatting, Printing, Changing row height and width, database, field names, records, What is the difference between Close and Exit, Hide/Unhide the rows, columns How to use the DRAG and DROP feature in Windows? How to use the Copy and Cut a file/many files/folders in Windows? How is the

the CTRL key different from pressing the SHIFT key while selecting a file for Copying/Cutting? Borders in MS Excel and MS Word, Gridlines in MS Excel, Gridlines in MS Word

MS PowerPoint: Creating Presentations, Adding slides, Changing animations, Setting Timing, Formatting, Inserting, Menu, Using help

Internet: Concept of Internet; uses of Internet; World Wide Web; Web Browsers, URL, searching for information using browsers, email basics, creating and sending emails, adding attachments, netiquettes

Reading Recommendations

- I T Tools and Business Systems Module -1 by Prof. Satish Jain, Shashank Jain, Shashi Singh, M. Geetha Iyer, BPB Publication, ISBN: 9788176567138
- O-Level M1-R3 IT Tools & Applications by V K Jain, BPB Publications, ISBN 8176567655,
- Foundations of Computing, P K Sinha, BPB Publications, 2002, ISBN 8176566632, 9788176566636
- Computer Fundamentals and Programming in C, Reema Thareja, Oxford University Press; Second edition (27 June 2016), ISBN-10: 9780199463732