

# Shri Govind Guru University

( Established by Government of Gujarat Vide Gujarat Act no 24/2015 )



**B.A. Semester - I**

**Syllabus**

**Computer Application**

**(Multidiscipline Course)**

**As per NEP- 2020 Guidelines**

**Website: [www.sgggu.ac.in](http://www.sgggu.ac.in)**

Shri Govind Guru University, Godhra(PMS).

**B.A. Semester- I (Syllabus)**

**Multidiscipline Course (MDC 1)**

BA23MD1CO1

**Computer Application-I**

**Computer Fundamentals and MS Word**

Unit	Content	Weightage
1.	<b>Introduction to Computer:</b> Introduction to computer system, uses, types, CPU, processor, Input and output devices (with connections and practical demo), keyboard, mouse, joystick, scanner, OCR, OMR, bar code reader, web camera, monitor, printer, plotter.	(25%)
2.	<b>Memory and Computer Interface:</b> Primary, secondary, auxiliary memory, RAM, ROM, cache memory, hard disks, optical disks, Types of software, Operating system as user interface, types of operating system, windows os, utility programs.	(25%)
3.	<b>Word Processor Basics:</b> Introduction & Basic concepts of Word Processor, Objectives of Word Processor. Starting of Word Processor. Opening/Closing/Savings/Protecting Document, Importing, Exporting and Inserting Document. <b>Typing and Editing Text:</b> Action with mouse and through keyboard, Selecting text, Editing Text, Copying, Deleting and Moving Text (Cut, Copy, Paste, Move), Typing Special Characters (Symbols). Find and replace text. <b>Font formatting:</b> Changing font type, size and style, color, underline, other special effects. Inserting Page Break, Page Numbers, Objects, Pictures, Book Mark, Symbols, Date and time, Headers, Footers, Footnotes and Endnotes, Working with Columns, Pictures, Chart and Graph,	(25%)
4.	<b>Word Processor Formatting:</b> <b>Paragraph Formatting:</b> Left, Right, Center and Justify Alignment, Indenting Text, Tab Stops, Line Spacing, Paragraph Spacing, Borders and Shading., Using the Go To Command Using the Spell Check, Grammar and Thesaurus. <b>Page Layout:</b> Introduction, Objectives. Page Setup, Paper Size and Orientation, Margins, Headers and Footers, Line Numbering, <b>Tables:</b> Table Creation, Modification, Formatting, Sorting & Numbering Cells, Special Tasks with Tables. <b>Object Linking And Embedding:</b> Introduction, Objectives, Inserting Objects from other Applications i.e. Clip Art, Spreadsheet. <b>Mail Merge:</b> Introduction, Objectives, Data Sources & Main documents, Creating merged documents, Merging using ask variable, Starting & Editing the Main	(25%)

	document, Printing, Creating merged Envelopes & Labels.	
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**Reference Books:**

- Computer Fundamentals by Anita Goel, Pearson Education, 2010.
- Computer Fundamentals by P. K. Sinha, Priti Sinha,, BPB Publishers, 2007
- Computer course by R,K. Taxali Publisher Tata McGrawHill.
- Microsoft Office 2010 training guide by Prof. Satish Jain, M Geeta and Kratika, BPB Publication.
- Computer course by by Prof. Satish Jain, M Geeta and Kratika, BPB Publication.

**Practical :**

The practical assignment must include connecting parts of a computer and assembling it to an extent, media formatting and installation of some software.

Practical exercises based on MS Office 2010 tools using document preparation.

**Out of 100 marks 50 marks assigned for end semester examinations which includes 50% weightage (25 Marks) for end semester theory examinations and 50% weightage (25 Marks) for end semester practical examinations. Remaining 50 marks for internal evaluation examination.**

1. Prepare a **grocery list** having four columns (Serial number, The name of Item, quantity and price) for the month of April, 15.

- Font specifications for Title (Grocery List): 14-point Arial font in bold and italics.
- The headings of the columns should be in 12-point and bold.
- The rest of the document should be in 10-point Times New Roman.
- Leave a gap of 12-points after the title.

2. Create a **telephone directory**.

- The heading should be 16-point Arial Font in bold
- The rest of the document should use 10-point font size
- Other headings should use 10-point Courier New Font.
- The footer should show the page number as well as the date last updated.

3. Design a **time-table form** for your college.

- The first line should mention the name of the college in 16-point Arial Font and should be bold.
- The second line should give the course name/teacher's name and the department in 14-point Arial.
- Leave a gap of 12-points.
- The rest of the document should use 10-point Times New Roman font.
- The footer should contain your specifications as the designer and date of creation.

4. Create your Bio-Data. Insert your photo in Bio-data.

5. Draw the flowchart using shapes.

6. Design a certificate in landscape orientation with a border around the document.

7. Create a document about Vision and Mission of your College.

8. Create the following documents:

A newsletter with a headline and two columns in portrait orientation, including at least one image surrounded by text.

9. Convert following text to a table, using comma as delimiter

Type the following as shown (do not bold).

**Color, Style, Item**

**Blue, A980, Van**

**Red, X023, Car**

**Green, YL724, Truck**

**Name, Age, Sex**

**Biren, 23, M**

**Leela, 46, F**

**Tarun, 29, M**

10. Enter the following data into a table given on the next page.

Item	Quantity	Cost	Amount
Mouse	8	255	2040
Key board	5	650	3250
Printer	10	4560	45600
Pen drive	15	275	4125
Web Camera	11	1250	13750
Scanner	2	3070	6140

11. Wrapping of text around the image.

12. Create a document using bullet and numbering.

13. Create a mail merge.

14. Following features of menu option must be covered.

File Complete Menu

Edit Complete Menu

View Complete Menu

Insert Complete Menu

Format Complete Menu

Table Complete Menu

Window Complete Menu

Help Complete Menu

Tools All options except online collaboration, Tools on macro, Templates