



SRM UNIVERSITY
Faculty of Science and Humanities
Department of Computer Science

Subject Name : **BASICS OF COMPUTERS**
Subject code : **UBT15205**
Staff Name : **K. KANMANI**
No. of Hrs Per week: **4**

Text book : **1. Sanjay Saxena, “MS Office for Everyone”, Vikas Publishing house Pvt. Limited, New Delhi, 2010.**

Unit I: INTRODUCTION TO COMPUTER

What is computer – Evolution – Basic Components - Memory – Software Components – Input / Output Devices – External Storage Devices – Personal Computer – Work Station – Mainframes

Session No.	Description	Text Book Chapter No.
1	What is Computer	Chapter - 1
2	Evolution	Chapter – 2
3	Basic Components	Chapter - 3
4	Memory – Software Components	
5	Input Devices	
6	Output Devices	
7	External Storage Devices	
8	Personal Computer	
9	Work Station	
10	Main frames	

UNIT 2: MS-WORD

Introduction – User interface – Themes and Quick styles – Server Components word Basics: Parts of Word Window – Formatting Features – Menus, Commands, Toolbars and their Icons – MS Word Menus in focus – Word Exercise – I – word Exercise - II

11	Introduction	Chapter – 4
12	User Interface	Chapter - 5
13	Themes and Quick Styles	Chapter – 5
14	Server Components	Chapter - 5
15	Parts of Word Window	Chapter - 6
16	Formatting Features	
17	Menus	
18	Commands	
19	Toolbars and their Icons	
20	MS Word Menus in Focus	
21	MS Word Menus in Focus	
22	Word Exercise – II	
23	Word Exercise – I	
24	Word Exercise – II	
25	Word Exercise – II	

UNIT 3 MS-EXCEL

Introduction – Entering and Editing Text – Menus, Commands and Toolbars – Ms Excel Menus in Focus – Excel Exercise-I – Alternate Method – Entering formulas – Formatting Cells, Date Range – Inserting Headers & Footers – Saving a file and Opening a file.

26	Introduction to MS-Excel	Chapter - 9
27	Entering and Editing Text	
28	Menus	
29	Commands and Toolbars	
30	MS-Excel Menus in Focus	
31	Excel Exercise – I	
32	Excel Exercise – I	
33	Alternate Methods	

34	Entering formulas	
35	Formatting Cells, Date Range	
36	Headers and Footers	
37	Saving a file and opening a file	

UNIT 4 MS-POWER POINT

Creating an new presentation and new slide – Opening a presentation – Deleting a slide, copying a slide – Numbering the slides – Saving a presentation – Changing the default directory – Printing a presentation – Working with Power Point – MS Power Point menus in focus – Formatting in Power point.

38	Creating a new presentation and New slide	Chapter - 12
39	Opening a presentation	
40	Deleting a slide, Copying a slide	
41	Numbering the slides	
42	Saving a presentation	
43	Changing the default directory	
44	Printing a presentation	
45	Working with powerpoint	
46	Powerpoint menus in focus	
47	Formatting in powerpoint	

UNIT 5 MS-ACCESS

Parts of an Access Window – MS Access menus in focus – Starting Microsoft Access – Creating a New Database – Creating table using table Wizard – Saving the Database – Creating Tables in Design view – Query – Forms – Reports

48	Parts of an Access Window	Chapter - 13
49	MS Access Menus in Focus	
50	Starting MS Access	
51	Creating a new Database	

52	Creating a Table with wizard	
53	Saving the Database	
54	Creating Tables in Design View	
55	Queries	
56	Queries – Executions with an Example	
57	Forms	
58	Forms – Samples with an Example	
59	Reports	
60	Reports – Types Examples	Chapter - 13