

Sr.No.	Dept.	Sem	Subject	Code	Content
5	BVA	III	Fundamentals of Computer		<p>Computer Fundamentals - Windows Operating System - About Desktop, Start Button, Icons, Arranging icons, arranging windows - Horizontal, Vertical, Cascade etc. operation of Mouse, Windows operations etc.</p> <p>Windows Explorer - Create New folder and sub folders, saving the files to the sub-folder, copy-cut-paste, changing the attribute of the file, rename, delete-restore the file, searching the file, changing the view etc.</p> <p>Windows Accessories - Calculator, Notepad, Wordpad and Paint etc.</p> <p>MS-OFFICE MS-WORD - Introduction of MS-WORD, MS-WORD Environment (Information about the WORD Window), all the Menus in MS-Word</p> <p>Practical - Application letter and Bio-Data, Enquiry Letter, Invitation Letter using Mail-merge, Index using Hyperlink</p> <p>MS-POWERPOINT Introduction of PowerPoint, MS-PowerPoint Environment (Information about the PowerPoint Window, slide Layout, Views), all the Menus in PowerPoint.</p> <p>Practical - Prepare a Presentation on various topics of student's Interest.</p> <p>MS-EXCEL - Introduction of MS-Excel, MS-Excel Environment (Information about the Excel Window), all the Menus in MS-Excel)</p> <p>Practical - Prepare a Mark-statement, Salary Statement, Petty Cash Book, Graphs etc.</p>