

**FOUR YEAR UNDERGRADUATE PROGRAM (2024 – 28)**  
**DEPARTMENT OF COMPUTER APPLICATION**  
**COURSE CURRICULUM**

**PART- A: Introduction**

<b>Program:</b> Bachelor in Computer Application (Certificate / Diploma / Degree/Honors)		<b>Semester - I</b>	<b>Session:</b> 2024-2025
1	Course Code	<b>CAGE-01T</b>	
2	Course Title	<b>Computer Fundamental and MS office</b>	
3	Course Type	<b>DGE (Discipline Generic Elective)</b>	
4	Prerequisite	<b>As per program</b>	
5	Course Learning Outcomes (CLO)	After Completing this course, students will be able to: <ul style="list-style-type: none"> <li>• Study and use of basic concepts and terminology of information technology.</li> <li>• Organize files and documents on storage devices.</li> <li>• Acquire knowledge of ICT and Internet applications.</li> <li>• Develop information technology solutions by evaluating user requirements in advance trends of IT.</li> <li>• Acquire knowledge of MS-Excel, MS-PowerPoint and MS-Access.</li> </ul>	
6	Credit Value	<b>3 Credits</b>	<b>Credit = 15 Hours - Learning &amp; Observation</b>
7	Total Marks	<b>Max. Marks: 100</b>	<b>Min Passing Marks: 40</b>

**PART -B: Content of the Course**

**Total No. of Teaching-Learning Periods (01 Hr. per period) - 45 Periods (45 Hours)**

Unit	Topics (Course contents)	No. of Period
<b>I</b>	<b>Introduction to Computer:</b> History of computer, Generations and Classification, Basic Anatomy of Computer: Block Diagram, Central Processing Unit (CPU): Function of each Unit, Memory: Primary, Cache, Flash, Software and its needs, Types of S/W: System Software and Application Software, Types of Programming Language: Machine Language, Assembly Language, High Level Language their advantages and disadvantages, Language Processors/Translators: Assembler, Interpreter and Compiler, Fundamental of Information Technology: Data and Information, Concept of IT, Application of IT, What is ICT?, Components of ICT, Impact of ICT in Society. <b>Advanced Trends in IT:</b> Cloud Technology, Virtual LAN Technology, M-Commerce, Nanotechnology, Virtual Reality, 3-D Printing, Internet of Things (IoT), Artificial Intelligence (AI), Machine Learning (ML), Cloud Computing, Quantum Computing, G-Suite, GoI digital initiatives in higher education: SWAYAM, Swayam Prabha, National Academic Depository, National Digital Library of India, E-Sodh-Sindhu, Virtual labs, e-Yantra and NPTEL.	<b>12</b>
<b>II</b>	<b>MS-Word:</b> Introduction to word processing software and its features, Creating new document, Saving documents, Opening and Printing documents. Home Tab: Setting fonts, Paragraph settings, Various styles (Normal, No spacing, Heading1, Heading2, Title, Strong), Find & Replace, Format painter, Copy paste and paste special. Insert Tab: Pages, Tables, Pictures, Clipart, Shapes, Header & Footer, Word Art, Equation and Symbols. Page Layout Tab: Page setup, Page Background, Paragraph (indent and spacing). Mailing Tab: Create Envelops and Labels, Mail Merge. Review Tab: Spelling and Grammar check, New comment, Protect document, View Tab: Document views, Zoom, Window (New window, Split, Switch window).	<b>11</b>
<b>III</b>	<b>MS-Excel:</b> Introducing Excel, Use of Excel sheet, creating new sheet, Saving, Opening, and Printing workbook. Home Tab: Font, Alignment, Number, Styles and cells and editing, Conditional Formatting. Insert Tab: Table, Charts (column chart, Pie chart, Bar chart, Line chart) and Texts (header & footer, word art, signature line). Page Layout Tab:	<b>11</b>

	Page setup options, Scale to fit (width, height, scale). Formulas Tab: Auto sum (sum, average, min, max), Logical (IF, and, or, not, true, false), Math & Trig (sin, cos, tan, ceiling, floor, fact, mod, log), Sort and Filter options, Data validation, Group and ungroup. Review Tab: Protect sheet, Protect workbook, and Share workbook. View Tab: Page breaks, Page layout, Freezing Panes, Split and hide.	
IV	<b>Working with PowerPoint and MS-Access</b> <b>PowerPoint:</b> Introducing PowerPoint, Use of PowerPoint presentation, Creating new slides saving, Opening and printing. Home Tab: New slide, Layout, Reset, Delete, Setting text direction, Align text, Convert to smart art, Drawing options. Insert Tab: Table, Picture, Clipart, Photo album, Smart art, Shapes and chart, Movie and sound, Hyperlink and action, Text box, Word art, Object. Design Tab: Page setup options, Slide orientation, Applying various themes, Selecting background style and formatting it. Animations Tab: Custom animation for entrance, Exit and emphasis, Applying slide transition, Setting transition speed and sound, Animation on rehearse timing. Slideshow & View Tab: Start slide, Show options, and Setup options. View tab: Presentation views, Colors and Window option. <b>MS-Access:</b> Introduction to DBMS, features of DBMS, creating blank databases, Saving it in accdb format, Defining data type in MS Access, Creating tables, creating reports, query wizard.	11

**Keywords** Information Technology (IT), Information and Communication Technology (ICT), G-Suite, MS Word, MS Excel, MS Power Point, MS-Access.

**Name and Signature of Convener & Members of CBoS:**

Dr. H.S. Hota  
Chairman

Dr. V. K. Singh  
Member

Kiran  
Member

Dr. Suresh Kumar  
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ANJEETA KUMAR  
Member

## PART-C: Learning Resources

Text Books, Reference Books and Others

### Text Books Recommended:

- Computer Fundamentals, P.K. Sinha, BPB Publication, Sixth Edition.
- Fundamentals of Information Technology, Chetan Shrivastava, Kalyan Publishers.
- Fundamentals of Computers, V. Rajaraman, PHI Sixth Edition.
- Computer Fundamentals and Office Automation, Dr. Santosh Kumar Miri, Iterative International Publisher IIP.
- Computer Fundamentals Architecture and Organization, B. Ram, New Age International Publishers, Fifth Edition.
- Fundamentals of Information Technology, Alexis Leon and Mathews Leon, Vikash Publication.

### Reference Books Recommended:

- Introduction to Information Technology, V. Rajaraman, PHI publication.
- Fundamental of IT, Leon and Leon, Leon Tec world.
- Introduction to Information Technology, Aksoy and Denardis, Cengage learning.
- Computers Today, Suresh K. Basandra, Galgotia Publications.
- Information Technology – The breaking wave, Dennis P.Curtin, Kim Foley, Kunai Sen and Cathleen Morin, TMH.
- OFFICE 2013 in Simple Steps, Kogent Solution Inc., DremTech Press.
- Access 2010 in Simple Steps by Kogent Learning Solutions Inc.



### Online Resources:

- Introduction to Computer Fundamental from W3school:  
<https://www.w3schools.blog/computer-fundamentals-tutorial>
- Introduction to MS-Word from W3school:  
<https://www.w3schools.blog/ms-word-tutorial>
- Introduction to MS-Excel from W3school:  
[https://www.w3schools.com/excel/excel\\_introduction.php](https://www.w3schools.com/excel/excel_introduction.php)
- Introduction to MS-PowerPoint from W3school:  
<https://www.w3schools.blog/powerpoint-tutorial>
- Introduction to MS-Access from W3school:  
[https://www.w3schools.com/sql/sql\\_ref\\_msaccess.asp](https://www.w3schools.com/sql/sql_ref_msaccess.asp)
- Fundamentals of Computers & Information Technology (in Hindi) :  
<https://www.mcu.ac.in/wp-content/uploads/2020/04/1PGDCA1-Unit-I-Fundamentals-of-Computers-Information-Technology.pdf>
- Fundamentals of Computers & Information Technology (in Hindi):  
[https://hte.rajasthan.gov.in/dept/dte/board\\_of\\_technical\\_education\\_rajasthan/government\\_polytechnic\\_college\\_hanumangarh/uploads/doc/fundamental-final-rkd.pdf](https://hte.rajasthan.gov.in/dept/dte/board_of_technical_education_rajasthan/government_polytechnic_college_hanumangarh/uploads/doc/fundamental-final-rkd.pdf)
- Information and Computers Technology: [https://cbseacademic.nic.in/web\\_material/doc/2014/11\\_ICT-IX.pdf.pdf](https://cbseacademic.nic.in/web_material/doc/2014/11_ICT-IX.pdf.pdf)
- Microsoft Office (in Hindi):  
<https://www.scribd.com/document/534988849/9-Microsoft-office-in-hindi-www-GkNotesPDF-com>
- MS-OFFICE:  
<https://www.rgyesm.org/uploads/books/MICROSOFT-OFFICE-BOOK.pdf>
- MS-OFFICE:  
Hindi Notes: <https://www.copaguide.com/2020/04/ms-office-topics.html>
- Microsoft Office Full Crash Course:  
<https://www.youtube.com/watch?v=SH4oyV5AJ6A>

### PART -D: Assessment and Evaluation

#### Suggested Continuous Evaluation Methods:

Maximum Marks: 100 Marks

Continuous Internal Assessment (CIA): 30 Marks

End Semester Exam (ESE): 70 Marks

Continuous Internal Assessment (CIA): (By Course Teacher)	Internal Test / Quiz-(2): 20 & 20	Better marks out of the two Test / Quiz obtained marks in Assignment shall be considered against 30 Marks
	Assignment / Seminar - 10	
	Total Marks - 30	

#### End Semester Exam (ESE):

#### Two section – A & B

Section A: Q1. Objective – 10 x1= 10 Mark; Q2. Short answer type- 5x4 =20 Marks  
Section B: Descriptive answer type qts..1 out of 2 from each unit-4x10=40 Marks

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Chairman

Dr. V.K. Gupta  
Vice-Chairman

Shreshth Thakur

Shailendra Singh

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Shubham Kumar

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**PART- A: Introduction**

Program: Bachelor of Computer Application (Certificate / Diploma / Degree)		Semester - I	Session: 2024-2025
1	Course Code	CAGE-01P	
2	Course Title	Lab 1: MS-Office	
3	Course Type	Practical	
4	Prerequisite	As per program	
5	Course Learning Outcomes (CLO)	After Completing this course, students will be able to: <ul style="list-style-type: none"> <li>• Gain Practical knowledge of MS-Office.</li> <li>• Organize files and documents on storage devices.</li> <li>• Acquire knowledge of ICT and Internet applications.</li> <li>• Develop information technology solutions by evaluating user requirements in advance trends of IT.</li> <li>• Acquire knowledge of MS-Excel, MS-PowerPoint and MS-Access.</li> </ul>	
6	Credit Value	1 Credits	Credit =30 Hours Laboratory or Field Learning/Training
7	Total Marks	Max. Marks: 50	Min Passing Marks: 20

**PART -B: Content of the Course**

Total No. of learning-Training/performance Periods: 30 Periods (30 Hours)		
	List of Experiments	No. of Period
	<p style="text-align: center;"><b>Application of Information Technology</b></p> <ol style="list-style-type: none"> <li>1. How to create mail in a Gmail account? Write the uses of Inbox, Sent, Outbox, Draft, Spam and Trash labels.</li> <li>2. How to design Google form? Write the steps with appropriate windows.</li> <li>3. How to create different student classes in Google classroom.</li> <li>4. How do teachers create assignments and provide due dates, or grades in Google Classroom?</li> <li>5. How do students find assignments, due dates, or grades in Google Classroom?</li> <li>6. How to use social media platforms like twitter, Facebook and YouTube?</li> <li>7. How to use social media platforms like Flickr, Skype, yahoo and WhatsApp?</li> <li>8. How to use Google spreadsheets, Google Slides and Google forms?</li> <li>9. How to share files between mobile phone and computer system/Laptop using Bluetooth.</li> </ol> <p>*****</p> <p style="text-align: center;"><b>MS-Word</b></p> <ol style="list-style-type: none"> <li>1. Prepare a grocery list having four columns (Serial number, the name of the product, quantity and price) for the month of April, 06.               <ul style="list-style-type: none"> <li>➤ Font specific actions for Title (Grocery List):14-pointArialfontinboldanditalics.</li> <li>➤ The headings of the columns should be in12-point and bold.</li> <li>➤ The rest of the document should be in10-point Times New Roman.</li> </ul> </li> </ol>	30



- 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. XYZ Publications plan to store and lease an e-book design of your syllabus. Design the first page of the book as per the given specifications.
  - The title of the book should appear in bold using 20-point Arial font.
  - The name of the author and his qualifications should be in the center of the page in 16-point Arial font.
  - At the bottom of the document should be the name of the publisher and address in 16-point Times New Roman.
  - The details of the offices of the publisher (only location) should appear in the footer.
- 5. Create the following one-page documents.
  - Compose a note inviting friends together at your house, including a list of things to bring with them.
  - Design a certificate in landscape orientation with a border around the document.
  - Design a Garage Sale sign.
  - Make an assignment outlining your rules for your bedroom at home, using a numbered list.
- 6. Create the following documents:
  - A newsletter with a headline and 2 columns in portrait orientation, including at least one image surrounded by text.
  - Use a newsletter format to promote upcoming projects or events in your classroom or college.
- 7. Convert following text to a table, using comma as delimiter. Type the following as shown (do not bold).
 

<b>Color, Style, Item</b>
<b>Blue, A980, Van</b>
<b>Red, X023, Car</b>
<b>Green, YL724, Truck</b>
<b>Name, Age, Sex</b>
<b>Bob, 23, M</b>
<b>Linda, 46, F</b>
<b>Tom, 29, M</b>

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

Salesperson	Dolls	Trucks	Puzzles
Kennedy, Sally	1327	1423	1193
White, Pete	1421	3863	2934
Pillar, James	5214	3247	5467
York, George	2190	1278	1928
Banks, Jennifer	1201	2528	1203
Atwater, Kelly	4098	3079	2067
Pillar, James	5214	3247	5467
York, George	2190	1278	1928
Banks, Jennifer	1201	2528	1203
Atwater, Kelly	4098	3079	2067

Add a column Region (values: S, N, N, S, S, S) between the Salesperson and Dolls columns to the given table Sort your table data by Region and within Region by Sales person in ascending order:

In this exercise, you will add a new row to your table, place the word Total at the bottom of the Sales person column, and sum the Dolls, Trucks, and Puzzles columns.

9. Wrapping of text around the image.
10. How to install MS-Office in Windows operating system.
11. How to convert word, excel and PowerPoint into pdf & pdf to word.
12. How to merge and split pdf files.

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### MS-Excel

1. Enter the Following data in Excel Sheet

REGIONAL SALES PROJECTION						
State	Qtr1	Qtr2	Qtr3	Qtr4	Qtr Total	Rate Amount
Delhi	2020	2400	2100	3000	15	
Punjab	1100	1300	1500	1400	20	
U.P.	3000	3200	2600	2800	17	
Haryana	1800	2000	2200	2700	15	
Rajasthan	2100	2000	1800	2200	20	
TOTAL						
AVERAGE						

- a. Apply Formatting as follow:
  - Title in TIMES NEW ROMAN
  - FontSize-14
  - Remaining text-ARIAL, FontSize-10
  - State name and Qtr. Heading Bold, Italic with Gray Fill Color.
  - Numbers in two decimal places.
  - Qtr. Heading in center Alignment.
  - Apply Border to whole data.
- b. Calculate State and Qtr. Total
- c. Calculate Average for each quarter



d. Calculate Amount=Rate\*Total.

2. Given the following worksheet

	A	B	C	D
1	Roll No.	Name	Marks	Grade
2	1001	Sachin	99	
3	1002	Sehwag	65	
4	1003	Rahul	41	
5	1004	Sourav	89	
6	1005	Harbhajan	56	

Calculate the grade of these students on the basis of following guidelines:

If Marks	Then Grade
$\geq 80$	A+
$\geq 60$ and $< 80$	A
$\geq 50$ and $< 60$	B
$< 50$	F

3. Given the following worksheet

	A	B	C	D	E	F	G
1	Salesman	Sales in(Rs.)					
2	No.	Qtr1	Qtr2	Qtr3	Qtr4	Total	Commission
3	S001	5000	8500	12000	9000		
4	S002	7000	4000	7500	11000		
5	S003	4000	9000	6500	8200		
6	S004	5500	6900	4500	10500		
7	S005	7400	8500	9200	8300		
8	S006	5300	7600	9800	6100		

Calculate the commission earned by the salesman on the basis of following Candidates:

If Total Sales	Then Commission
$< 20000$	0% of sales
$> 20000$ and $< 25000$	4% of sales
$> 25000$ and $< 30000$	5.5% of sales
$> 30000$ and $< 35000$	8% of sales
$\geq 35000$	11% of sales

The total sales are the sum of sales of all the four quarters.

4. Company XYZ Ltd. pays a monthly salary to its employees who consist of basic salary, allowances & deductions. The details of allowances and deductions are as follows:

- HRA Dependent on Basic
  - 30% of Basic if Basic  $\leq 1000$
  - 25% of Basic if Basic  $> 1000$  & Basic  $\leq 3000$
  - 20% of Basic if Basic  $> 3000$
- DA Fixed for all employees, 30% of Basic
- Conveyance Allowance(CA)

Rs.50/- if Basic is  $\leq 1000$   
 Rs.75/- if Basic  $> 1000$  & Basic  $\leq 2000$   
 Rs.100 if Basic  $> 2000$

- Entertainment Allowance (EA)  
 NIL if Basic is  $\leq 1000$   
 Rs.100/-if Basic  $> 1000$

Deductions

- Provident Fund  
 6% of Basic
- Group Insurance Premium  
 Rs.40/-if Basic is  $\leq 1500$   
 Rs.60/-if Basic  $> 1500$  & Basic  $\leq 3000$   
 Rs.80/-if Basic  $> 3000$

Calculate the following:

Gross Salary=Basic +HRA+ DA+ CA+ EA

Total Deduction=Provident Fund + Group Insurance Premium

Net Salary=Gross Salary–Total Deduction

5. Create Payment Table for a fixed Principal amount, variable rate of interests and time in the form at below:

No. of Installments	5%	6%	7%	8%	9%
3	XX	XX	XX	XX	XX
4	XX	XX	XX	XX	XX
5	XX	XX	XX	XX	XX
6	XX	XX	XX	XX	XX

6. Use an array formula to calculate Simple Interest for given principal amounts given the rate of Interest and time

Rate of Interest	8%
Time	5Years
Principal	Simple Interest
1000	?
18000	?
5200	?

7. The following table gives a year wise sale figure of five salesmen in Rs.

Salesman	2019	2020	2021	2022
S1	10000	12000	20000	50000
S2	15000	18000	50000	60000
S3	20000	22000	70000	70000
S4	30000	30000	100000	80000
S5	40000	45000	125000	90000

- Calculate total sale year wise.
- Calculate the net sale made by each salesman
- Calculate the maximum sale made by the salesman
- Calculate the commission for each salesman under the condition.



>> If total sales > 4, 00,000 give 5% commission on total sale made by the salesman.

>> Otherwise give 2% commission.

- e. Draw a bar graph representing the sale made by each salesman.
- f. Draw a pie graph representing the sale made by a salesman in 2000.

8. Enter the following data in Excel Sheet

**PERSONAL BUDGET FOR FIRST QUARTER**

**Monthly Income(Net): 1,475**

EXPENSES	JAN	FEB	MARCH QUARTER TOTAL	QUARTER AVERAGE
Rent	600.00	600.00	600.00	
Telephone	48.25	43.50	60.00	
Utilities	67.27	110.00	70.00	
Credit Card	200.00	110.00	70.00	
Oil	100.00	150.00	90.00	
AV to Insurance	150.00			
Cable TV	40.75	40.75	40.75	
<b>Monthly Total</b>				

- a. Calculate Quarter total and Quarter average.
- b. Calculate Monthly total.
- c. Surplus=Monthly income-Monthly total.
- d. What would be the total surplus if monthly income is 1500.
- e. How much does the telephone expense for March differ from quarter average?
- f. Create a 3D column graph for telephone and utilities.
- g. Create a pie chart for monthly expenses.

9. Enter the following data in Excel Sheet

**TOTAL REVENUE EARNED FOR SAM'S BOOK STALL**

Publisher Name	1997	1998	1999	2000	Total
A	Rs. 1,000.00	Rs. 1100.00	Rs. 1,300.00	Rs. 800.00	
B	Rs. 1,500.00	Rs. 700.00	Rs. 1,000.00	Rs. 2,000.00	
C	Rs. 700.00	Rs. 900.00	Rs. 1,500.00	Rs. 600.00	
D	Rs. 1,200.00	Rs. 500.00	Rs. 200.00	Rs. 1,100.00	

- a) Compute the total revenue earned.
  - b) Plot the line chart to compare the revenue of all publishers for 4 years.
  - c) Chart Title should be Total Revenue of Sam's Book stall(1997-2000)
  - d) Give appropriate categories and value axis title.
10. Generate 25 random numbers between 0 & 100 and find their sum, average and count. How many no. are in the range 50-60.

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**MS-Power Point**

1. Do the following task:
  - Start a new blank presentation
  - Your first Slide is going to be a Title Slide
  - Write the Text as in the preview below:

- Lighthouse Co Ltd
- Make the Font of "Lighthouse" Arial Black and size 88
- Insert a second slide this should be with a layout of Bulleted List
- Write the Text as in preview below
- [Title]: Lighthouse Co Ltd
- [Body]:
  - i. Mission Statement
  - ii. Company Objectives
  - iii. Management Team
  - iv. Employees
  - v. Sales

Make the Font Color of the Points to Green

Insert a third slide that should be an Organization Chart.

Include the following people in the chart:

- a. David Brent, General Manager
- b. Tim Canterbury, Head of Sales
- c. Gareth Keenan, Assistant to the General Manager
- d. Dawn Tinsley, Human Resources Manager

Add a fourth slide and this should be a Table Chart.

The chart should look like the following:

New Products	Discontinued Products
Digital Cameras	8mm Cameras
Ultra Slim Video Camera	8x Zoom Video Camera
25" Plasma TVs21"	Black and White TVs
DVD Recorders	Video Players
7.1 Dolby Surround Systems	2 channel stereo systems

- Make the titles New Products and Discontinued Products with a shadow effect and centered in the cell. Widen columns to fit Text as above.
- The Fifth slide should be a Chart slide. The chart should be a bar chart, and include the following data must be used to form the chart:

	January	February	March	April
TVs	20	27	90	75
DVDs	30	38	34	31
Wifi equipment	45	46	45	43
Video Recorders	25	29	15	40

- Change the colours of the chart so that the series of bars are red, yellow, pink, and green.
- Add a light coloured background to all slides in the presentation.
- Add also Transition effects between each slide and also different effects for all text and pictures in the presentation.
- Reverse the order of the second and third slides
- Save the presentation as Light House Ltd.

2. Do the following:

Load your Presentation Application and start a new presentation

- The first slide is a Title Slide. Select the appropriate layout and enter the title:  
**Annual Food Fair**
- Add the subtitle: **A Celebration of Eating**
- Insert a small, red circle at the bottom right of the title slide.



- Change the font color for the whole title and subtitle to blue, and apply a text shadow effect just to the words **Food** and **Fair**
  - Insert a second slide to the presentation, selecting a layout appropriate for a series of bullet points, and using the title: **The Menu**. Enter the following text:
    - i. Chocolate Desserts
    - ii. Cakes and Puddings
    - iii. Roast Meals
    - iv. Using Pasta Creatively
  - Change the line spacing for these bullet points to 1.5 lines.
  - Increase the font size for the words **The Menu** in the title.
  - Add a footer with your name and the text: **Food Fair** so they both appear on every slide, and number all the slides. (Make sure the number is not obscured by the red circle on the title slide)
  - Insert a third slide, which is to be an organization chart. Use the title **Meet The Team**. Enter: **Maggie Peet, Manager** at the top of the chart, and show the following three as reporting to Maggie Peet: **Brian Webb, Bookings; Janine Newton, Publicity; Gregg Brown, Accounts**
  - Embolden the text in the title of the third slide, and change the font to Arial.
  - Apply a light coloured background to all the slides in the presentation
  - On the third slide, insert an image suitable for the topic of food from an image library. Reduce the size of the image and place it where it will not interfere with text.
  - Save the presentation as **foodfair**.
  - Print the presentation with three slides per page, and close the presentation.
3. Do the followings:
- Load your Presentation Application and start a new presentation
  - The first slide is a Title Only Slide. Select the appropriate layout and enter the title: **Cook Family Cruises**.
  - Add a small blue rectangle at the top left of this slide.
  - Change the font color for the whole title to red, and apply a text shadow effect just to the word **Cruises**.
  - Insert a second slide to the presentation, selecting a layout appropriate for a series of bullet points, and using the title: **Our Itinerary**. Enter the following text:
    - a. Canary Islands
    - b. Mediterranean
    - c. Greek Islands
  - Change the line spacing for these bullet points to 2 lines. Increase the font size of the word **Itinerary** in the title. Add a footer with your name and the text: **Cruise Information** so they both appear on every slide, and number all the slides.
  - Insert a third slide, which is to be a graph. Use the title **Our Market Share**. Use the following data to produce a pie chart: Cook 54%; Jackson 28%; Wilson 12%; Bennett 5%  
Embolden the text in the title of the third slide, and change the font to Arial.
  - Apply a different background to each slide in the presentation.
  - On the third slide, insert an image suitable for the topic of holidays from an image library. Reduce the size of the image and place it where it will not interfere with text.
  - Add a 4.slide containing nothing but the text: **Travel with us for less!!**
  - Save the presentation as a holiday.
  - Print the presentation with 4 slides per page, and close the presentation.
4. Creating an animation looks like the leaf is falling in a tree.

5. Creating an animation looks like demolishing a world trade center in America.

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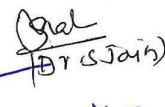


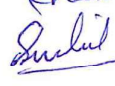
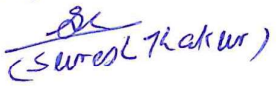
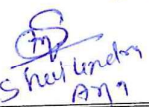

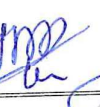

### MS-Access

1. Create a database named "college" and perform the following tasks:
  - A. Create a table named "student" having following fields:  
Class, Roll no and Name with these Information i.e., Field Name, Data type and Description
  - B. Fill at least 5 records.
  - C. Prepare a query to display all records and Name should be in ascending order.
2. Create the employee table in MS-Access with the referential integrity-foreign key.

**Note:** This is a tentative list; the teachers' concern can add more program as per requirement.

Keywords: Information Technology (IT), Information and Communication Technology (ICT), G-Suite, MS Word, MS Excel, MS Power Point, MS-Access.

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### PART-C: Learning Resources

Text Books, Reference Books and Others

#### Text Books Recommended:

- Computer Fundamentals, P.K. Sinha, BPB Publication, Sixth Edition.
- Fundamentals of Information Technology, Chetan Shrivastava, Kalyan Publishers.
- Fundamentals of Computers, V. Rajaraman, PHI Sixth Edition.
- Computer Fundamentals and Office Automation, Dr. Santosh Kumar Miri, Iterative International Publisher IIP.
- Computer Fundamentals Architecture and Organization, B. Ram, New Age International Publishers, Fifth Edition.
- Fundamentals of Information Technology, Alexis Leon and Mathews Leon, Vikash Publication.

#### Reference Books Recommended:

- Introduction to Information Technology, V. Rajaraman, PHI publication.
- Fundamental of IT, Leon and Leon, Leon Tec world.
- Introduction to Information Technology, Aksoy and Denardis, Cengage learning.
- Computers Today, Suresh K. Basandra, Galgotia Publications.
- Information Technology – The breaking wave, Dennis P.Curtin, Kim Foley, Kunai Sen and Cathleen Morin, TMH.
- OFFICE 2013 in Simple Steps, Kogent Solution Inc., DremTech Press.
- Access 2010 in Simple Steps by Kogent Learning Solutions Inc.

#### Online Resources:

- Introduction to Computer Fundamental from W3school:  
<https://www.w3schools.blog/computer-fundamentals-tutorial>
- Introduction to MS-Word from W3school:



- <https://www.w3schools.blog/ms-word-tutorial>
- Introduction to MS-Excel from W3school:  
[https://www.w3schools.com/excel/excel\\_introduction.php](https://www.w3schools.com/excel/excel_introduction.php)
  - Introduction to MS-PowerPoint from W3school:  
<https://www.w3schools.blog/powerpoint-tutorial>
  - Introduction to MS-Access from W3school:  
[https://www.w3schools.com/sql/sql\\_ref\\_msaccess.asp](https://www.w3schools.com/sql/sql_ref_msaccess.asp)
  - Fundamentals of Computers & Information Technology (in Hindi) :  
<https://www.mcu.ac.in/wp-content/uploads/2020/04/1PGDCA1-Unit-I-Fundamentals-of-Computers-Information-Technology.pdf>
  - Fundamentals of Computers & Information Technology (in Hindi):  
[https://hte.rajasthan.gov.in/dept/dte/board\\_of\\_technical\\_education\\_rajasthan/government\\_polytechnic\\_college\\_hanumangarh/uploads/doc/fundamental-final-rkd.pdf](https://hte.rajasthan.gov.in/dept/dte/board_of_technical_education_rajasthan/government_polytechnic_college_hanumangarh/uploads/doc/fundamental-final-rkd.pdf)
  - Information and Computers Technology: [https://cbseacademic.nic.in/web\\_material/doc/2014/11 ICT-IX.pdf.pdf](https://cbseacademic.nic.in/web_material/doc/2014/11 ICT-IX.pdf.pdf)
  - Microsoft Office (in Hindi):  
<https://www.scribd.com/document/534988849/9-Microsoft-office-in-hindi-www-GkNotesPDF-com>
  - MS-OFFICE:  
<https://www.rgyesm.org/uploads/books/MICROSOFT-OFFICE-BOOK.pdf>
  - MS-OFFICE:  
Hindi Notes: <https://www.copaguide.com/2020/04/ms-office-topics.html>
  - Microsoft Office Full Crash Course:  
<https://www.youtube.com/watch?v=SH4oyV5AJ6A>

## PART -D: Assessment and Evaluation

### Suggested Continuous Evaluation Methods:

Maximum Marks: 50 Marks

Continuous Internal Assessment (CIA): 15 Marks

End Semester Exam (ESE): 35 Marks

Continuous Internal Assessment (CIA): (By Course Teacher)	Internal Test / Quiz-(2): 10 & 10	Better marks out of the two Test / Quiz + obtained marks in Assignment shall be considered against 15 Marks
	Assignment/Seminar + Attendance - 05 Total Marks - 15	
End Semester Exam (ESE):	Laboratory / Field Skill Performance:	Managed by Course teacher as per lab. status
	On spot Assessment A. Performed the Task based on lab. work - 20 Marks B. Spotting based on tools & technology (written) - 10 Marks Viva-voce (based on principle/technology) - 05 Marks	

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Sheela Devi Pota

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(Dr. S. Jain)

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Dr. Vikas Choudhary

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ANJETA KUTUR

**FOUR YEAR UNDERGRADUATE PROGRAM (2024 – 28)**  
**DEPARTMENT OF COMPUTER APPLICATION**  
**COURSE CURRICULUM**

**PART- A: Introduction**

<b>Program:</b> Bachelor in Computer Application (Certificate / Diploma / Degree/Honors)		<b>Semester - I</b>	<b>Session: 2024-2025</b>
1	Course Code	CAGE-02T	
2	Course Title	Operating System	
3	Course Type	DGE (Discipline Generic Elective)	
4	Prerequisite	As per program	
5	Course Learning Outcomes (CLO)	<p>At the end of this course, the students will be able to:</p> <ul style="list-style-type: none"> <li>• Understand the concept of operating system.</li> <li>• Understand the Disk operating system (DOS).</li> <li>• Work with DOS using DOS commands.</li> <li>• Understand the Windows operating system.</li> <li>• Understand the Linux operating system.</li> </ul>	
6	Credit Value	3 Credits	Credit = 15 Hours - Learning & Observation
7	Total Marks	Max. Marks: 100	Min Passing Marks: 40

**PART -B: Content of the Course**

Total No. of Teaching–Learning Periods (01 Hr. per period) - 45 Periods (45 Hours)

Unit	Topics (Course contents)	No. of Period
I	<b>Operating System Concepts:</b> Evolution of Operating Systems, Types of operating systems, Operating system structure. Generations of Operating System, Function and Services of Operating System, System Calls, System Boot, System Programs, Protection and Security of Operating System.	12
II	<b>Disk Operating System:</b> Introduction to DOS, History of DOS, Booting process of DOS, File & directory structure and naming rules, DOS system files. Internal commands of DOS – DIR, CLS, VER, VOL, DATE, TIME, COPY, TYPE, REN, DEL, CD, MD, RD, PATH etc. External Commands - CHKDSK, XCOPY, PRINT, DISKCOPY, DISKCOMP, DOSKEY, TREE, MOVE, LABEL, APPEND, FORMAT, SORT, FDISK, BACKUP, EDIT, MODE, ATTRIB, HELP, SYS.	11
III	<b>Windows:</b> Windows Operating System: History, Version and features of Windows, Basics of Windows, Windows concepts, Windows Structure, Desktop, Taskbar, Start Menu, working with files and folders, create, copy, delete, renaming and moving files and folders, working with recycle bin restoring deleted files, emptying the recycle bin, searching files and folders. Windows Explorer, Windows Accessories, Control Panel, Print Manager and Installing Printers. My computer, Media Player, Sound Recorder, Volume Control. Advanced features of Windows - Managing Hardware & Software Add or remove Hardware devices to/from computer, Add/remove programs, Backup, Clipboard Viewer, Disk Defragmenter, Drive Space, Scandisk, System Information windows update.	11
IV	<b>Linux:</b> Linux introduction, Advantages, Features of Linux, Basic Architecture of Unix/Linux system, Kernel, Shell, Linux File system, Linux standard directories. Partitioning the Hard drive for Linux, Installing the Linux system, System, startup and shut-down process, How Linux works, Linux GUI, Linux Desktop, Linux command cd, md, rm, mv, cp, ls, cat, find, grep, head, and tail.	11
<b>keywords</b> Operating System, DOS, Windows, Linux.		

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## PART-C: Learning Resources

### Text Books, Reference Books and Others

#### Text Books Recommended:

- Peter Baer Galvin, Greg Gagne, Operating System Concepts – Abraham Silberschatz, 8th edition, Wiley-India, 2009.
- Andrew S. Tanenbaum, Modern Operating Systems, 3rd Edition, PHI
- Elmasri, Carrick, Levine, Operating Systems: A Spiral Approach – TMH Edition

#### Reference Books Recommended:

- Akshay Singh , Operating System, RGCSM Publications
- Rusell A Stultz, MS DOS 6.22, BPB Publications
- Brain Underdahl, Teach yourself Windows 2000, Wiley Publications.
- Peter Norton, Maximizing Windows, Teachmedia.
- Ray Duncan, Advances MS-DOS Programming, BPB
- Ray Yao, Shell Scripting in 8 Hours

#### Online Resources:

- Fundamentals of Computer , Windows Operating System: <https://vikaspedia.in/education/digital-literacy/it-literacy-courses-in-associating-with-msup/computer-fundamentals>
- Introduction to Operating System: <https://www.w3schools.in/operating-system/tutorials/>
- Introduction to Operating System: <https://www.javatpoint.com/windows>
- Windows : <https://www.javatpoint.com/windows>
- Linux: <https://www.javatpoint.com/what-is-linux>
- DOS: <https://www.geeksforgeeks.org/ms-dos-operating-system/>
- DOS : <https://www.javatpoint.com/ms-dos-operating-system>

## PART -D: Assessment and Evaluation

### Suggested Continuous Evaluation Methods:

Maximum Marks: 100 Marks

Continuous Internal Assessment (CIA): 30 Marks

End Semester Exam (ESE): 70 Marks

Continuous Internal Assessment (CIA): (By Course Teacher)	Internal Test / Quiz-(2): 20 & 20	Better marks out of the two Test / Quiz + obtained marks in Assignment shall be considered against 30 Marks
	Assignment / Seminar - 10	
	Total Marks - 30	

### End Semester Exam (ESE):

Two section – A & B  
Section A: Q1. Objective – 10 x1= 10 Mark; Q2. Short answer type- 5x4 =20 Marks  
Section B: Descriptive answer type qts., 1 out of 2 from each unit-4x10=40 Marks

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**FOUR YEAR UNDERGRADUATE PROGRAM (2024 – 28)**  
**DEPARTMENT OF COMPUTER APPLICATION**  
**COURSE CURRICULUM**

**PART- A: Introduction**

<b>Program:</b> Bachelor in Computer Application (Certificate / Diploma / Degree)	<b>Semester - I</b>	<b>Session: 2024-2025</b>
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1	Course Code	CAGE-02P
2	Course Title	Lab 2: Operating System
3	Course Type	Practical
4	Prerequisite	As per program
5	Course Learning Outcomes (CLO)	<p>At the end of this course, the students will be able to:</p> <ul style="list-style-type: none"> <li>• Understand the fundamental concepts of DOS, Windows and Linux Operating System.</li> <li>• Understand basics of DOS commands and its types.</li> <li>• Understand features of Windows Operating system.</li> <li>• Understand comparative features of DOS and Windows Operating systems.</li> <li>• Explore functionality of Linux.</li> </ul>
6	Credit Value	1 Credits    Credit =30 Hours Laboratory or Field Learning/Training
7	Total Marks	Max. Marks:        50                      Min Passing Marks:    20

**PART -B: Content of the Course**

Total No. of learning-Training/performance Periods: 30 Periods (30 Hours)

Module	Topics (Course contents)	No. of Period
List of Practical Experiment	<ol style="list-style-type: none"> <li>1. Demonstrate different Directory naming listing structure with all options.</li> <li>2. Create one file and rename file using DOS command</li> <li>3. Demonstrate all Internal DOS Commands with Output.</li> <li>4. Demonstrate all external DOS Commands with output.</li> <li>5. Introduction to Windows and Familiarity with its controls.</li> <li>6. Study and use of Desktop, my computer, recycle bin, Task bar.</li> <li>7. Working with Files and Folder.</li> <li>8. Use of various window applications: Calculator, notepad and MS-Paint.</li> <li>9. Explaining control panel options.</li> <li>10. Working with printers.</li> <li>11. Create a file using Linux command.</li> <li>12. Write a Linux command which lists all files and directories.</li> <li>13. Demonstrate use of grep command.</li> <li>14. Create Directory using Linux command and create 3 different files in this directory.</li> <li>15. Delete above created files and directory using Linux command.</li> <li>16. Explaining various flavors of Linux.</li> </ol> <p><b>Note:</b> Concerned teacher can add additional experiment as per requirement.</p>	30

**Keywords**    DOS, Windows, Linux.

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## PART-C: Learning Resources

### Text Books, Reference Books and Others

#### Text Books Recommended:

- Rusell A Stultz, MS DOS 6.22 BPB Publications
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#### Reference Books Recommended:

- Peter Norton, Maximizing Windows, Teachmedia.
- Ray Duncan, Advances MS-DOS Programming, BPB
- Akshay Singh, Operating System, RGCSM Publications
- Ray Yao, Shell Scripting in 8 Hours

#### Online Resources:

- DOS: <https://www.javatpoint.com/ms-dos-operating-system>
- Windows: <https://www.javatpoint.com/windows>
- Linux: <https://www.javatpoint.com/what-is-linux>
- Fundamentals of Computer, Windows Operating System:  
<https://vikaspedia.in/education/digital-literacy/it-literacy-courses-in-associating-with-msup/computer-fundamentals>
- DOS: <https://www.geeksforgeeks.org/ms-dos-operating-system/>

## PART -D: Assessment and Evaluation

### Suggested Continuous Evaluation Methods:

Maximum Marks: 50 Marks

Continuous Internal Assessment (CIA): 15 Marks

End Semester Exam (ESE): 35 Marks

Continuous Internal Assessment (CIA): (By Course Teacher)	Internal Test / Quiz-(2): 10 & 10 Assignment/Seminar + Attendance - 05 Total Marks - 15	Better marks out of the two Test / Quiz + obtained marks in Assignment shall be considered against 15 Marks
End Semester Exam (ESE):	Laboratory / Field Skill Performance: On spot Assessment A. Performed the Task based on lab. work - 20 Marks B. Spotting based on tools & technology (written) - 10 Marks C. Viva-voce (based on principle/technology) - 05 Marks	Managed by Course teacher as per lab. status

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