

# Computer Awareness Course 2019 - 2020

## Invitation

### Course Objective

Microsoft Windows Operating System, Internet, Microsoft Office 2007 applications Word, Excel and PowerPoint. Completion of the assignments will result in MS Office applications knowledge and skills. It provides foundational or "Computer literacy" curriculum that prepares students for life-long learning of computer concepts and skills.

The 40-hour, includes activities using Windows, Internet and MS-Office Word, Excel and Power Point hands-on lab work, and a wide array of assessment types and Online Exam.



### For Further Details

#### Co-ordinator

**Sri.G.Ragupathy**

**Sri.N.Kamaraj**

**Sri.R.Ravikumar**

Department of MCA

SRMV CAS, Coimbatore – 641020



### Sri Ramakrishna Mission Vidyalaya College of Arts and Science

(An Autonomous Institution Affiliated to Bharathiar University,  
Re-accredited by NAAC with 'A' Grade)  
SRKV Post, Periyanaickenpalayam,  
Coimbatore – 641020  
E-mail: srmvcasbe@gmail.com, Website: www.srmvcas.org

#### Department of MCA

*Organises*

#### Certificate course on

Computer Awareness Course

*Venue:* Aided CS - LAB

*Date:* 16.07.2019

# Syllabus

SRI RAMAKRISHNA MISSION VIDYALAYA COLLEGE OF ARTS AND SCIENCE  
Coimbatore – 641 020

Course Title: Computer Awareness Course

Hours / week: 5

Year: I

Semester: I

Credits: 2

## Course Objectives:

- To understand about the basic computer skills and internet.
- To gain knowledge on documentation
- To attain knowledge on Spreadsheet
- To develop the presentation Skills.

## Course Outcome:

On the successful completion of the course, students will be able to

CO No.	CO Statement
CO1.	Understanding the concepts of Basic Computer Skills, Internet
CO2.	Ability to perform documentation skills
CO3.	Acquiring knowledge in Spreadsheet and Presentation Skills

### Unit I

Basic Computer Skills: Identifying Major Computer Components – How Computers Work – Turning on the computer and logging on – The keyboard and mouse – *Operating systems and standard components of a PC system*

### Unit II

Internet: Definition of the internet – The evaluation of the internet – Internet address – Advantages and disadvantages of internet – Search Engine: Google Search – *Creating Email ID.*

### Unit III

Microsoft Word: Introduction – Getting familiar with Microsoft word for windows – Office button – Quick access toolbar – Title bar – Ribbon – Ruler – Text area – The vertical and horizontal scroll bars – Status bar – Understanding document views – Click – Understanding nonprinting characters – Type, Backspace and Delete – *Bold, Italic and underline* – Save a file and close word – More basic features – Copy paste – Create auto text – Use spell check – Find and replace – Changing the font and font size – Formatting paragraphs and working with styles – Changing line spacing – Indent and align paragraphs – *Adding bullets and numbers, undo and redo, adding page numbers* – setting page layouts and printing documents.

### Unit IV

Microsoft Excel: Entering text and numbers – Worksheets – The formula and status bar – Move around a worksheet – Entering excel formulas and formatting data – Merge and centre align – Alignment – Advanced calculations – *Cut, copy, paste and cell addressing* – Keyboard shortcuts – Move to a new worksheet – Creating excel functions, filling cells and printing – Page Layout, Creating Headers and footers – *Creating Charts in excel.*

### Unit V

Microsoft PowerPoint: The PowerPoint window – Slides, Placeholders and Notes – Status bar, tabs, view buttons and more – Normal view, Slide sorter view, Slide show – Create a title slide – Create new slides – *Apply a theme* – Animations, Transitions, Spell check, Outline tab, Slides tab, Sorter view, and printing.

### Text Book

- Computer Awareness Programme, Microsoft Digital Literacy, Department of MCA, srmvcas.org

*C.R.V.*  
Co-ORDINATOR

SRI RAMAKRISHNA MISSION VIDYALAYA  
COLLEGE OF ARTS AND SCIENCE (S.F.)  
COIMBATORE - 641 020

*P. Latha*  
DIRECTOR