

ఆంగ్ల విభాగము
Department of English

- కోర్స్ నెం. : DA 262
కోర్సు పేరు : Introduction to Computers
దోషనా గంటలు : 2 (0+2)
ప్రయోగకార్యక్రమాలు :

Introduction to Computers

- 1 Introduction to Computers-Definition, Advantages & Limitations
- 2 Introduction to Hardware –Software : Types of software: System software(Windows) and Application software(MS-office)
- 3 Components of Computer system and their functions –Input –CPU-Output
- 4 Types of Memory-Primary memory(RAM and ROM)-Secondary Memory (HDD, CD, DVD and Pendrives)
- 5 Overview and operation of Input Devices –Key board and Mouse, CD, DVD, Pen drives
- 6 Overview and operation of Output Devices –Monitor and Printers, CD, DVD, Pen drives
- 7 Working in Windows OS: Booting and Turn off; Use of mouse- Opening and Closing Applications from Start button- Create Folders and copy and move files and folders
- 8 MS WORD- Working in Word window- Enter text document- Use Format menu – Save document
- 9 MS WORD- Working in Word window- Enter text document- Use Standard and Format tool bar – Save document
- 10 MS WORD- Create Tables— Enter Column Heading –and contents in tables- Format Rows and column contents – Save table
- 11 MS WORD- Print preview –Print copies of documents and Tables created. Save documents in CDs and Pen drives
- 12 MS WORD- Print preview –Print copies of documents and Tables created. Save documents in CDs and Pen drives
- 13 MS EXCEL –Introduction to Spread sheet-Rows, Columns and cells, Range of Cells- Moving around in worksheet

14. MS EXCEL – Creating Spreadsheet tables – Enter column headings and Enter data – Align data – Format data – Save workbook.
15. MS Excel – Use formula toolbar to enter formula expressions – Use Arithmetic operators – Save.
16. Work with Internet Explorer – Open websites – Download files-Using Search Engines – Search for information.