ADD ON COURSE: COMPUTER SKILLS AND APPLICATIONS

DEPARTMENT OF COMPUTER SCIENCE

L.T.K. COLLEGE, Azad, Lakhimpur, 787032, Assam

1. Aims and Objectives:

a. To enhance the student understands of usefulness of information technology.

b. To understand the operations of windows operating system, desktop publishing, text editing etc.

c. To understand the various operations in MS word, power point, excel etc.

2. Syllabus:

GROUP-A : Theory

Unit I: Basics of windows

MS-Windows: Operating system-Definition & functions, basics of Windows. Basics components of windows operating system, icons, taskbar, title bar, managing files and folders. Control panel-display properties, adding and removing software and hardware, setting date and time.

Unit II: MS Word

Introduction-typing text, saving, opening, closing, common edit functions (cut copy paste, change case). Text editing-Inserting text, spell check, correcting mistakes, common formatting functions. Formatting paragraph, tables, bullets & numbering, inserting clipart & word art, picture & drawing tool bar, header and footer.

Unit III: MS Excel

Introduction –Parts of MS Excel windows, opening, saving and closing, workbook, entering data and numbers, texts, date & time, formatting data, toolbar, drawing toolbar, formatting & editing worksheet. Format cells, row, column, worksheet (Inserting, deleting, renaming) formulas, functions, and charts.

Unit IV: MS Power Point

Introduction-Parts of power point windows, features, background design, wordart, clipart, 3D settings, animations, sound views, types of views, inserting, deleting, arranging slides, slide shows

UNIT V: DBMS, Internet & Email

DBMS Intro & basic concepts, internet introduction, uses of internet, WWW, creating email-Inbox, compose, draft, attachments.

GROUP-B: Practical

Classes alloted

1. Documentation Using MS-Word	5
2. Electronic Spread Sheet using MS-Excel	5
3. Database Management using Excel	5
4. Presentation using MS-PowerPoint	5
5. Minor project	

References:

1. Study material for Diploma in Computer Application, Center forcontinuing Education, Kerala

2. Microsoft Office -Complete Reference-BPB Publication

3. PC Software -Shree Sai Prakashan, Meerut

3. Class Routine:

|	9.00-10.00	10.00-11.00	11.00-12.00	12.00-12.45	12.45-1.30	1.30-2.15	2.15-3.00	Total
MON						Comp. Skill(PD)		one
TUE					Comp. Skill(PD)			one
WED		Comp. Skill(PD)					Comp. Skill(PD)	Two
THU							Comp. Skill(PD)	One
FRI			Comp. Skill(PD)					One
SAT		Comp. Skill(PD)					Comp. Skill(PD)	Two

4. Photo:

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5. Student List:

List of Student Enrolment and Students Who Completed the Course

Sl. No.	Name	Class	Sl. No.	Name	Class
1	MONDITA BORAH	HS1st	41	TARALEE GOGOI	BA1st
2	JIMPI BORAH	BSc1st	42	BOIJAYANTI TAID	HS1st
3	PRIYABRAT SHARMA	BSc1st	43	PROTAP SARKAR	BA1st
4	MUNNA PEGU	BSc1st	44	DIPJYOTI RAJKHOWA	BA1st
5	PARTHA PRATIM BORUAH	BSc5th	45	RASHMI REKHA DAS	BA1st
6	LAKHI RAM MILI	BSc3rd	46	MRINAL PEGU	BA1st
7	BHAKTARAM PERMEY	BSc3rd	47	BASUDEV PEGU	BA1st
8	AZAHARUDDIN	BSc5th	48	PRANAB BOISHNAB	BSc3rd
9	AJAHAR UDDIN AHMED	BSc3rd	49	PARISMITA DUTTA	BSc3rd
10	RIYAMONI BORAH	HS1st	50	MANASH JYOTI G.BORUAH	BA1st
11	RASHMIKA PAYENG	BSc1st	51	RISHIKESH GOWALA	HS2ND
12	MOSFIKA BEGUM	BSc1st	52	PARTHA PRATIM DUTTA	HS1st
13	BIKROM GOHAIN	BSc5th	53	RAJANI KANTA DOLEY	BSc3rd
14	JAYANTA NATH	BSc1st	54	PRATAP TAYE	BSc1st
15	PRIYABRAT GOGOI	BSc5th	55	MANASH RANJAN BORUAH	BA1st
16	EVARANI PAYENG	BSc3rd	56	PARTHA PROTIM CHUTIA	BSc1st
17	NILAKSHI GOGOI	HS1st	57	LAKHI BORAH	BSc1st
18	BHAIRABI GOGOI	HS1st	58	MAKHANLAL RAM	BSc1st
19	TAPAN PAYENG	BSc5th	59	MANOJ GOGOI	BA3rd
20	RAJDEEP PAYENG	BSc5th	60	MANASH PRATIM SONOWAL	BA1st
21	MONURANJAN HAZARIKA	BSc5th	61	KALYANI GOGOI	BA5th
22	DEBAJIT NATH	HS1st	62	MANASH JYOTI GOGOI	BA3rd
23	MEDAK BHUYAN	BSc5th	63	SUKANYA PRIYA DEVI	BSc3rd
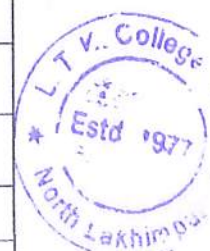
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24	ANKITA DUTTA	BSc1st	64	KRISHNA MONI BORAH	BSc3rd
25	HIMASHRI NATH	BA5th	65	MOFIJUL ALI	BSc3rd
26	RITUPON BORUAH	BSc3rd	66	KHAGENDRA BA MAGAR	BSc3rd
27	RAJ AHMED	BSc1st	67	BISWAJIT DAS	BSc5th
28	BYASHJYOTI CHUTIA	BSc1st	68	SADIRUL HUSSAIN	HS1st
29	JASHMINA BEGUM	BSc1st	69	GYANDEEP SAIKIA	BA1st
30	PRIYAKSHEE DUTTA	HS1st	70	HASIBUR RAHMAN	BSc1st
31	ATIFA BEGUM	BSc5th	71	PREETI DOLEY	HS1st
32	RIJAMONI SONOWAL	BSc3rd	72	ALI HUSSAIN	BSc5th
33	BITU DOLEY	BSc3rd	73	MOSFIQUR RAHMAN	BSc1st
34	JIGYASREE SAIKIA	BSc3rd	74	SMRITI NATH	BSc3rd
35	LIPIKA DUTTA	BA5th	75	PURBA JYOTI SARMAH	BA3rd
36	KRISHNA BORAH	BSc3rd	76	PURNANANDRA SAIKIA	BA1st
37	ARUN JYOTI NATH	BSc3rd	77	DOLY BORAH	BA1st
38	JYOTI PROSAD MORANG	BSc3rd	78	RAJIB HAZARIKA	BA5th
39	SANGEETA GOHAIN	BSc3rd	79	BARASHA SAIKIA	BA5th
40	SUPRIYA DAS	BSc5th	80	SOMINA BEGUM	BA1st

6. Question Paper:

ADD-ON COSK TH 2022

Computer Skills & Applications
COURSE: ACCSK

(GROUP-A)

Full Marks-60   **TIME: 3 Hours**

(The figures in the margin indicate full marks for the questions)

Q1. Answer the following questions: 2x5=10

   a) What is cursor?
   b) What is title bar?
   c) Define icon.
   d) Differentiate between copy and move.
   e) Which key on the keyboard is use to view slide in MS-Power Point?

Q2. Answer briefly the following questions(any five)   4x5=20

   a) Write the steps to create a Pivot table in MS excel.
   b) Write the steps for setting date and time in windows operating system.
   c) Explain various alignments available in MS word.
   d) Write about the advantages of text editor.
   e) Explain briefly any three charts available in MS excel.
   f) Write about different views available in MS power point.

Q3. Answer briefly the following questions (any three)

(a) What is shortcut keys in MS word. Write about the functions of following shortcut keys.

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a) Ctrl +A   b) Ctrl+B   c) Ctrl+C d) Ctrl+P   2x5=10

(b) What is Windows operating system? Write basic components of Windows OS.   3+7=10

(c) What is control panel? Write different options available in control panel.   3+7=10

(d) Write various views of looking at presentation in Power Point.   10

(e) What are the different kinds of animations that can be performed using MS-Power
    Point?   5+5=10

(f) Explain briefly different statistical functions available in Ms Excel.   10

(g) Write short notes on the following: 2x5=10

    I.   Mail merge

   II.   Word art

  III.   Goal seek

  IV.   Pivot table

   V.   Slide Master

Full Marks-40   **TIME: 3 Hours**

(The figures in the margin indicate full marks for the questions)

A. Write the following and perform them in computer.   5+5=10

    I.   Change the date and time of your windows Operating System.

    II.   Create a folder named 'COSK' in drive D. Create two new folder named 'BA' and 'BSC' inside 'COSK'.

B. Create a BIODATA and insert a table into the BIODATA with following entries: 10

Name of exam	Year of passing	Percentage	Board

C. Create an MS-Excel worksheet for student attendance. Calculate total and percentage using formula for three students. (Total classes=40 days)   10

Roll no	Total days present in		Total	Percentage
	August	September		
1	12	11		
2	10	9		
3	11	10		

D. Create a Power Point presentation with 4 slides about *DIGITAL INDIA*.   5

E. Viva-voce.   5

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7. Certificate:

8. Learning Outcome: After the completion of the course, students are capable of in:

a. Identifying basic terms, concepts and functions of computer system components.

b. Demonstrating a basic understanding of computer hardware and software.

c. Selecting and using the appropriate software application to complete a particular task such as a word processing skills to create, save, modifydocuments.

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Course Co-ordinator

Add on Course

Department of Computer Science

L.T.K. College, Azad, North Lakhimpur