



**MAHATMA GANDHI UNIVERSITY
NALGONDA
CHOICE BASED CREDIT SYSTEM (CBCS)
(With Effect from Academic Year 2016 -17)**

Computer skills

U – 1: Computer Concepts:

Evolution, Basic structure and Characteristics of computers; Types of memory chips; Study of various input – out put devices like magnetic tapes, magnetic discs, MICR, OCR, CDROMS etc., Types of printers; Principles of flow charting; Importance of operating systems, detailed study of the operating systems MSDOS , UNIX and WINDOWS; Computer Viruses;

U – 2: Programming in ‘C’ language:

Operators, Expressions, Data input, Output, Control statements like – (IF-ELSE, WHILE DO, FOR, BREAK AND CONTINUE and GOTO) Functions, Library functions, Arrays.

UNIT – III: Introduction to MS-Office (WORD ,ACCESS & EXCEL):

MS-Word: Basics, working with files, working with text, formatting paragraphs, styles, lists, tables, Graphics, spellings and grammar and page formatting macros, table of contents.

MS-Excel: Basics, Spreadsheets, data types, formulas, Formatting, charts, graphs.

MS –Access: – data base concepts, Screen layouts, Creating tables, Data sheet records, table relation ships, Sorting and filtering, Queries, forms, form controls, Sub forms, reports, importing, exporting, linking.

UNIT – IV: Introduction to MS-Office (power point & World Wide WEB)

MS Power point: Power point basics, Views, Slide control, Apply design, Page setup, Templates, Background, Control, Color Screens, Transitions and animations, working with texts and working with graphics.

Hypertext and World Wide Web (WWW): Structure and Organization of the WWW, WWW browsers, Information search in WWW, search engines, Pharmaceutical resources in WWW Types of indexing tools and search strategies; Internet and E-Mail.

Text Books:

1. Fundamentals of Computers by P.K. Sinha
2. Let Us C by Yashvanth Kanetkar
3. Working in Microsoft Office By Ron Mansfield

Reference Books:

1. Programming with ‘C’ by Byron Goltfield- Schum series
2. Computer programming in ‘C’ by V Rajaraman.
3. Computer programming in ‘C’ by Balaguruswamy