

# JIWAJI UNIVERSITY, GWALIOR

Ph.D. Course work syllabus (April – September, 2016)

Paper : Computer Application (3 credits 50 marks)

Unit-1 Computer Fundamentals	Computer terminology and Basics, Block diagram of computers, Input / Output Units: input devices- Keyboard, mouse, touch screen; output devices- printers & its type, Scanner, Computer memory, Computer Generation and Classification, types of software's, OS, Types of OS, Some basic terms related to Windows O.S., Computer Networks, LAN, MAN, WAN.
Unit-2 Introduction to Word processing	Research publishing tool-MS Word, Some basic terms - toolbar, format bar, status Bar, Creating, Editing and saving a word document, creating a research paper, Use of Auto-text, Autocorrect, Spelling and Grammar Tool, creating a cover letter, table related operation, adding graphics, Mail Merge.
Unit-3 Introduction to Spreadsheet	Ms-Excel- Introduction to excel, Use (Features and functions) of spreadsheet in research, creating spreadsheet and enter data, data storing, Various Data Types, format worksheets- Inserting, Removing & Resizing of Columns & Rows, Column Freezing, Labels, Hiding, Splitting etc., printing, Use Formulas and Functions, Calculate, manipulate and analyses data, preparing charts, performing what - if analysis
Unit-4 Introduction to Presentation	Presentation tool-MS Power point, Features and functions, Creating presentation, master page, Putting Animations, transition, Inserting Animated Pictures, Customizing presentation, showing presentation, Insert- Image, sounds, Video, Chart, Table, Seminar presentations.
Unit-5 Introduction to Internet	Introduction to internet and WWW, Searching on the internet, E-mail & its functions, Literature survey using web, website, handling search engines, Anti-Plagiarism software, Virus and its types.

