

JIWAJI UNIVERSITY, GWALIOR

Ph.D. Course Work Syllabus, 2017- 2018 For All Faculty

Paper (2): Computer Applications

Credits : 3  
Max. Marks : 50

**INTRODUCTION TO COMPUTER**

Computer terminology and Basics: Computer hardware and software, firmware, Block diagram of computers: input devices- Keyboard, mouse, touch screen: output devices- printers & its type, Scanner. Computer memories, Central processing unit, types of computer, types of software: system software and application software. Some basic terms related to Windows Operating system

Exploring various websites and search engines for collecting quality literature and secondary data related to research work.

**MS WORD**

Some basic terms-toolbar, format bar, status Bar, Features and applications related to presentation of text in suitable format and saving the data for future applications. Practical knowledge of MS Word to type the script, insert tables, figures and graphs to prepare thesis and research papers in presentable format.

Research publishing tool- MSWORD: 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.

**MS EXCEL**

Introduction to fields, records and data base file.

Construction of spreadsheets from the data. Design and application of formulae for calculations and their applications to the experimental data. Use of statistical tools, preparation of graphs, histograms, charts and diagrams.

**MS POWER POINTSLIDES AND POSTER PREPARATION**

Preparation of power point presentations based on the topic of research. What to include and what not to include in slides. How to begin preparing slides. Master slide, Insertion of figures, graphs, charts in presentation. Uses of various presentation techniques, inserting new slide and deleting any slide, design, animation, slideshow.

Preparation of scientific posters using MS Publisher: fixing size of the poster, dividing area into different boxes. Inserting text, figure and table in different boxes.