

**GUJARAT UNIVERSITY**

**SEMESTER I**

**SUBJECT ELECTIVE (I)**

SEMESTER	COURSE NO	COURSE TYPE	TITLE OF COURSE	Paper Name	Topic
1	SE (I) 103	Subject Elective (I)	Computer Application	Computer Fundamental & Applications	Fundamental, MS-Word, MS- Power Point
1	SE (I) 104	Subject Elective (I)	Computer Application	Operating System & Business Data Processing	MS- Windows, Linux (Intro), MS- Excel

**SUBJECT ELECTIVE (II)**

SEMESTER	COURSE NO	COURSE TYPE	TITLE OF COURSE	Paper Name	Topic
1	SE (II) 105	Subject Elective (II)	Computer Method	Internet Technology & Terminology, HTML	Internet, HTML

**FOUNDATION**

SEMESTER	COURSE NO	COURSE TYPE	TITLE OF COURSE	Paper Name	Topic
1	FC 101	Computer Skills I		Computer Skills 1	Fundamental, MS-Word, MS- Powerpoint

**GUJARAT UNIVERSITY**  
**COMPUTER SCIENCE SYLLABUS FOR F Y B A**

**SEMESTER I**

**SUBJECT ELECTIVE (I)**

**COURSE CODE : SE(I) 103 – (COMPUTER APPLICATION)**

**PAPER NAME : COMPUTER FUNDAMENTAL & APPLICATIONS**

**OBJECTIVE:**

1. To develop awareness of potentiality of Computer and familiarity with current trend in Information Technology.

**UNIT I : INTRODUCTION TO COMPUTER**

What is Computer? Overview of computer system. Development and type of computer. Characteristics of computer (*Speed, storage, Accuracy, Versatility, Diligence, Reliability, Memory Capability*), BASIC Applications of Computer systems (*Business, Scientific, Medical, Engineering, Educational etc.*)

**Components of Computer System:** CPU, VDU, Keyboard, Mouse, Memory, etc. I-P-O Cycle (*Input-Process-Output*), Concept of Hardware and Softwares (*Application and System*), Classifications of Computers (*PCs, Laptop, Mobile, PDA Digital Diary*)

**Input / Output Devices (*peripheral devices*):-** Keyboard, Mouse, MICR, OCR, Scanner, Joystick, Bar-code Reader, Plotter, VDU, Printers (*Impact: Line, Dot Matrix. Non-Impact: Ink-Jet, Laser, Multi Functional Device 5 in 1*)

Secondary Storage Devices:- Floppy Disk, Hard Disk, Compact Disk, Magnetic Cartridge, Zip Drive, USB Backup, CD-ROM(*CD, VCD, DVD*), CD-Writer, Thumb Drive.

Storage Units (*Bits and Bytes, KB, MB, GB, TB*)

Introduction to Software and Computer Languages

**UNIT II : WORD PROCESSOR -1**

**WORD PROCESSOR BASICS**

Introduction, Basic concept & Objectives of WP. Starting of Word processor. Opening/ Closing/ Savings/ Protecting Document.

**TYPING AND EDITING**

Introduction & Objectives, Action with mouse and through keyboard, selecting text, typing and revising text: Editing Text, Copying and Moving Text (*Cut, Paste, Copy, Move*), Typing Special Characters (*Symbols*).

**Features:** Introduction to Word Processing, Screen, Creating, Saving, Importing, Exporting and Inserting files, Formatting Paragraph, Indents and Outdents, Styles, Font formatting, Editing, Selecting, Deleting Text, Using Tabs and Tables,

Inserting Page Break, Page Numbers, Objects, Pictures, Book Mark, Symbols and Dates, Headers, Footers, Footnotes and Endnotes, Working with Columns, Pictures, Chart and Graph, Use of mail merge, Word Art, Drawing Toolbar, Creating Macro, Additional Features: Changing the CASE of Text, Creating Bullets & Numbered lists.

## **UNIT III : WORD PROCESSOR - 2**

### **FORMATTING TEXT**

Introduction and Objectives of Document and Templates.

**Font Formatting:** Changing Font Type, Size and style, color, underline, other special effects. , Formatting Paragraph: Centered, Right, Justified and Left Alignment, Indenting Text, Tab Stops, Line Spacing, Paragraph Spacing, Borders and Shading., Finding and Replacing: Finding and Replacing Text, Using the Go To Command Using the Spell Check, Grammar and Thesaurus.

### **PAGE DESIGN AND LAYOUT**

Introduction, Objectives.

Page Setup: Paper Size and Orientation, Margins, Headers and Footers, Line Numbering, Tables: Table Creation, Modification, Formatting, Sorting & Numbering Cells, Special Tasks with Tables.

### **OBJECT LINKING AND EMBEDDING**

Introduction, Objectives, Inserting Objects from other Applications i.e. Clip Art, Spreadsheet.

### **MAIL MERGE**

Introduction, Objectives, Data Sources & Main documents, Creating merged documents, Merging using ask variable, Starting & Editing the Main document, Printing, Creating merged Envelopes & Labels.

## **UNIT IV PRESENTATION PACKAGE**

Introduction and Basic concepts, Objectives, Types of Business Graphics. How to make an effective presentation. Physical aspects of presentation.

### **INTRODUCING PRESENTATION PACKAGE**

Introduction, Objective, Presentation Package Views, Starting and Quitting Presentation Package, The Presentation Package Window

### **CREATING A PRESENTATION**

Introduction, Objectives, Creating / Opening a Presentation, Creating Tables, Making Organization Charts, Save and Close a Presentation, Add a New Slide, Change Slide Layout

### **CUSTOMIZING THE SLIDE SHOW**

Introduction, Objectives, Create a Blank Presentation, Working with Text, Changing fonts size and color of text, Working with Graphic tools, Align Objects, Group or Ungroup the objects, Slide Show. Working with Master document, different views, Working with Action Buttons.

### **MAIN REFERENCE BOOKS:**

1. Computer Application I, Vimal Pandya, HK Arts College Publications, Ahmedabad. [Gujarati Book]
2. Hand Book – Computer fundamental, Windows, Ms-word, Ms-excel and Ms-power point, Dr. G.N. Jani, Vimal N. Pandya Akshar Publications, Ahmedabad [Gujarati Book]
3. Ms-Office 2000 for everyone by Sanjay Saxena (Vikas Publication House Pvt. Ltd.)

### **SUGGESTED ADDITIONAL READING:**

1. **Microsoft Office 2003 The Complete Reference** by Curt Simmons, Guy Hart-Davis, Jennifer Kettell, Jennifer Kettell
2. MS Word Tutor, BPB Publications
3. MS Powerpoint Tutor, BPB Publications

### **ACCOMPLISHMENTS OF THE STUDENTS AFTER COMPLETING THE COURSE:**

Student can create attractive document and presentation.

#### **PRACTICAL - Word**

- 1) Introduction to word & showing following Commands.
  - 1.1 How to start word?
  - 1.2 Information about various menus available on word likes File & Edit.
  - 1.3 Description of ruler Line, vertical & horizontal scrollbars.
- 2) Introductions to various types of Icons available on the word open document  
Type one or two paragraph about 75 to 100 word. Show the paragraph markers & the use of Tab Paragraph, Indented Paragraph & Hanging Indent.

#### *Format the paragraph:*

- Changing character format, Changing the font size and style, Underline style, Adjust various alignments, Changing paragraphs spacing, Use of format painter.

3) Try to create the following paragraph using Left, Right & Hanging indents.

<b>City Wide Computer Test</b>	
<u>Volunteer List and Assignments.</u>	
Anita Obey	Make sure every young person is seated at a computer before the group instructor begins the first section of skill building.
Douglas Barton	Check the data show settings for maximum screen projection from the PC.
Bobby Beiiy	Check midi cable & setting from Roland electronic keyboard to the multimedia PC.

Use ^T to prepare this application

4) Describe various TAB types i.e. left, right, decimal & center.  
 (a) Also generate the application as under show Tab Leaders in following Application.

<b>United States of America</b>					
<u>State Population and House Apportionment</u>					
Section .01	State	1997 Population	1998 Population	% Charge	# Seal
	Alaska.....	400.481	551.947	27.44	1
	Arizona.....	2.717.866	3.677.985	26.10	6
	Arkansas.....	2.285.513	2.362.239	3.25	4
	California.....	23,668,562	29,839,250	20.68	52
	Colorado.....	2,888,834	3,307,912	12.67	6
	Connecticut.....	3.107.576	3.295.669	5.71	6

(b) Show how Bar Tab is used using following application.

<b>ABC COMPUTER COMPANY</b>		
<b>Personnel List</b>		
<b>MICROSOFT CERTIFICATION</b>		
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>CERTIFICATION</b>
Hollowly	Mickey	Visual Basic
Osborne	Virginia	NT Workstation
Cartev	Tony	Visual Basics
Copper	Donna	Access

- 5) Create a document with atleast 3 or 4 pages.  
Use Page layout to show that it is WYSIWYG ("what you see is what you get").  
Use margins, page breaks, holders, footers, page numbering & graphics in the documents. Also find the difference using.

**View -> Normal, Outline**

Apply Bullets, Numbering & various types of bullets, if required.

- 6) Create at least one applications using word in appropriate format. i.e. Report, Letters, Faxes and Legal Pleadings.
- 7) Enter four or more pages of small size from any of your subject textbook. Make index of the important words from each page.
- 8) Create simple & various types of complex tables using Table - Insert table, Generate following application.

Sales Person	EAST	WEST	NORTH	SOUTH
Dann	100	100	100	100
Scheeler	200	200	200	200
Wixted	300	300	300	300
Wright	400	400	400	400

- Use how to Insert, Delete Rows/Columns.
- Use how to copy information in table.
- Use Table Autoformat tool.
- Use how to Sum in table.

To do so, create one extra Row & Column showing the Total of East, West, North South & also the Total of each sales person.

- 9) Create Mail-merge applications for Sending Invitation letter to all yours relatives and Friends on your Birthday party.  
Insert the appropriate Object in the document from the Clip Art Gallery.
- 10) Write a macro that formats a document to have a line spacing of 1.5 lines. The font is "Courier New" and font size of 10 points. The document should have left, right and top margin as 2"
- 11) Create a document using newspaper Columns. Add a picture in between. Show

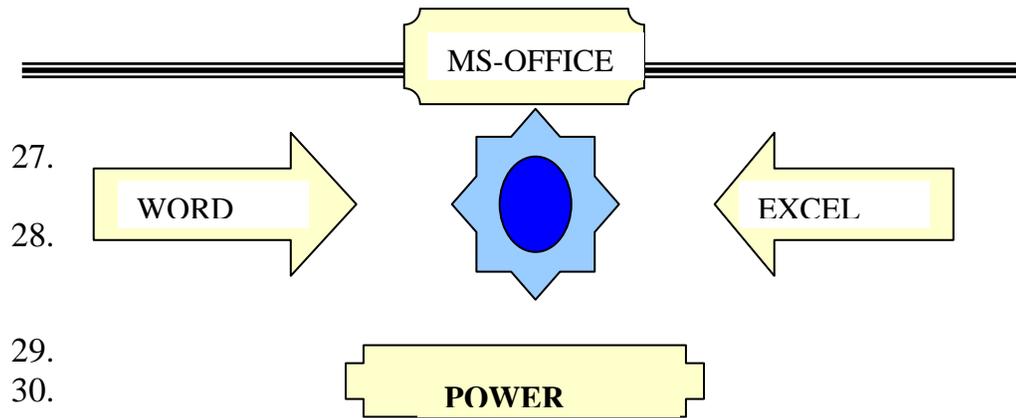
how the 1<sup>st</sup> letter is Bigger than the other characters. E.g.

**A**lso this is the application in  
Which we would like to display the  
Commands in this format

### **PRACTICAL - Powerpoint**

- 1) Create slide of your choice.
  1. Add a new slide.
  2. Add title MSOffice
  3. Add following points in bulleted text
    - Word
    - Excel
    - PowerPoint
  4. Increase the line spacing of the bulleted points to cover the whole slide.
  5. Apply a border around the title
  6. Using slide master, change the font of title to Arial.
  7. Place text L. D Arts College at bottom of left corner of master slide.
  8. Return to slide window
  9. Observe change in appearance of title of each slide and the entry L. D Arts College in all slides.
  10. Move to slide sorter view
  11. Shift the first slide to end
  12. Make a copy of second slide
  13. Return to slide view
  14. Move to slide one
  15. Apply flying effect to title
  16. Apply Type writer effect to sub-title
  17. Add a new slide
  18. Save the file by the name first.ppt
  19. Return to slide view
  20. Add a third slide
  21. Choose chart layout
  22. Insert appropriate chart and text of your choice
  23. View the slide show
  24. Rearrange slides.
  25. Add a fourth slide, choose a blank layout
  26. Using the drawing tools, prepare the slide as shown below & save the file.





2. Prepare a Slide show describing your college
3. Create a presentation slide, which contain one object that is point to any worksheet.

**GUJARAT UNIVERSITY  
COMPUTER SYLLABUS FOR F Y BA**

**SEMESTER I**

**SUBJECT ELECTIVE (I) COURSE CODE : SE(I) 104  
PAPER NAME : OS & BUSINESS DATA PROCESSING**

**OBJECTIVE:**

1. To develop skill of computer operations using Windows Operating System and application packages for Office Automation.
2. Introduction to Worksheet, Rows, Columns, Cells, and Screen of Worksheet, Work Book, Advantages of Work sheet and how it is useful in Business. Creating, Saving, Importing, Exporting new worksheet, Deleting, and Protecting, Worksheet, Entering Text, Numbers and Formula, Relative and Absolute Referencing, Editing, Deleting, Copying, Moving a data and Formula, Create a custom list, Range names, Search and replace data, Re-arrange cell contents, Inserting, deleting row(s) and column(s), Inserting page break.

**UNIT I : INTRODUCTION TO OPERATING SYSTEM**

Overview of different Operating Systems (i.e. WINDOWS, LINUX, UNIX)

**INTRODUCTION TO WINDOWS**

The user interface, Icons, Use of Mouse Moving and Arranging Icons on Screen, Desktop: My Computer, My Documents, Recycle Bin, Browser.

Windows Explorer : Viewing of Files, Folders and its concern operations (*Open, Copy, Move, Rename, Delete, Cut, Paste, Create Shortcut, Properties, Print*), Searching for Files/Folders

Windows Control Panel: Mouse, Fonts, Date/Time, Display, Printer

Windows Accessories: Notepad, Word Pad, Paint Brush, Calculator

**UNIT II : INTRODUCTION TO LINUX**

Features of Linux Operating System

Components of Linux: GUI -> Gnome, KDE

Types of Shells [Only Name]

Command: cp, mv, cat, mkdir, cd, rmdir, passwd, date, time, who, whoami, head, tail, wc, Sort, grep

Online Communication & advanced commands: write, host, ping, telnet, ftp

Editor: vi editor [Introduction: inserting character / word, deleting, modifying, saving, searching, exit]

## **UNIT III : SPREADSHEET -1**

### **INTRODUCTION TO WORKSHEET:**

Introduction to Worksheet :Rows, Columns, Cells, and Screen of Worksheet, Work Book, Advantages of Work sheet and how it is useful in Business. Creating, Saving, Importing, Exporting new worksheet, Deleting, and Protecting, Worksheet, Entering Text, Numbers and Formula, Relative and Absolute Referencing, Editing, Deleting, Copying, Moving a data and Formula, Create a custom list, Range names, Search and replace data, Rearrange cell contents, Inserting, deleting row(s) and column(s), Inserting page break.

### **GETTING STARTED WITH SPREADSHEET:**

Getting started with SPREADSHEET: Basic concepts, creating / Opening, Finding a Workbook, Inserting, Deleting, Moving, Saving, Quitting Worksheet.

### **ENTERING AND EDITING DATA:**

Range Names, Navigate Worksheet, Search and Replace Data, Inserting or Deleting Rows & Columns, Save and Protect Workbook. Adding, Deleting, Moving, Copying Cell Contents, Calculations.

### **FORMATTING WORKSHEET:**

Objectives, Page Set-up, Column Width and Row Height: Using Menu Commands, Using Mouse, Fonts, Alignments, Getting Worksheet Printed, AutoCorrect, AutoSum

## **UNIT IV : SPREADSHEET -2**

### **CALCULATIONS IN WORKSHEET:**

Objectives, Basic Properties of a Formula, Order of Precedence of Operators. Entering, Editing a Formula.

Types of Functions: Statistical Functions: *AVG()*, *MIN()*, *MAX()*, *COUNT()*, Mathematical Functions: *ROUND()*, *ABS()*, *FACT()*, *INT()*,*SQRT()*,Financial Functions: *PMT()*,*PV()*,Logical Function: *IF()* & Nested *IF()*, Date Function: *DATE()*, *DAY()*,*DATEVALUE()*, *MONTH()*, *NOW()*, *YEAR()*, *WEEKDAY()*, String Functions: *LEFT()*,*CONCATENATE()*, *RIGHT()*, *LOWER()*, *UPPER()*, *EXACT()*, *FIND()* *SUBSTITUTE()*.

### **PRINTING WORKSHEET DATA:**

Printing Features: Print Preview, Page setup, Page, Margin, Header /footer Tab.

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**MAIN REFERENCE BOOKS:**

1. Computer Application I, Vimal Pandya, HK Arts College Publications, Ahmedabad.
2. Hand Book – Computer fundamental, Windows, Ms-word, Ms-excel and Ms-power point, Dr. G.N. Jani, Vimal N. Pandya Akshar Publications, Ahmedabad
- Ms-Office 2000 for everyone by Sanjay Saxena (Vikas Publication House Pvt. Ltd.)
- 3 Successful Project in Excel, BPB Publications
- 4 Microsoft Excel functions & formula, BPB Publications

**SUGGESTED ADDITIONAL READING:**

1. **Microsoft Office 2003 The Complete Reference** by Curt Simmons, Guy Hart-Davis, Jennifer Kettell, Jennifer Kettell
2. MS Excel Tutor, BPB Publications

**ACCOMPLISHMENTS OF THE STUDENTS AFTER COMPLETING THE COURSE:**

Student can work with data. He/She can insert/delete/modify data. Student can filter the data with the condition. He/She can format the data and can take printouts. With help of available functions, he/she can perform no. of tasks without doing programming. Can create Variable reports and charts. Can solve financial problems with the help of functions.

**PRACTICAL - Spreadsheet**

- 1) Describe starting & saving of workbook. How to format the worksheet. Working with formulas, sorting the entered data & previewing & Printing.

The data is as under:

State	January	February	March
PA	\$ 465.00	\$ 644.00	\$ 457.00
MJ	\$ 345.00	\$ 365.00	\$ 543.00
NY	\$ 345.00	\$ 347.00	\$ 345.00
CT	\$ 543.00	\$ 344.00	\$ 633.00
DE	\$ 456.00	\$ 653.00	\$ 934.00

- 2) How to select cells & Create worksheet also try to find out how Data Entry is possible. Then edit the cell. Also rearrange worksheet. Perform spell check.

Create following data entries with automatic data fill facility.

	January	February	March	April	May	June	July	August
1								
2	1/7/97							
3								
4								
5								

- 3) Create following worksheet. Also try to show how AutoText can be entered into the worksheet.

1	January	February	March	April	May	June	July	August
2								
3								
4								
5								
6								
7								
8								

Use Autoformat to format the type of table you require. Enter the values in cell as indicated:

2000 in cell A2, 3000 in cell A3 2750 in cell A4, 3800 in cell A5, 1900 in cell A6.

In A7 find the total of A2 to A6 .Use conditional formatting, alter when our total sales goes below 12000 to red.

- 4) Create following worksheet.

***MARKSHEET***

ROL_NO	NAME	SUB1	SUB2	SUB3	TOTAL	PERC
	SONIA	67	77	88		
103	ARTI	56	64	45		
105	PUJA	-	-	-		
107	-	-	-	-		
111	-	-	-	-		
110						

101

- Type the entries and apply formatting as shown.  
 Title in Arial, 14, bold, italic.  
 Remaining text in Times New Roman, 12.  
 Heading in bold, italic and fill with Gray color.  
 All numbers with 2 decimal places.  
 Roll no should be center aligned.  
 Apply border to all entries.
  - Calculate total and percentage using appropriate formula.
  - Calculate minimum, maximum and average marks of each subject
  - Save worksheet by MARKS.XLS.
  - Using data- fill give rank to each student.
- 5) Create following worksheet:

Computer Science – BA SYLLABUS : SEMESTER I

	A	B	C	D
1	Sales Rep.	Territory	29900	% of Total
2	McMohan, Susan	Southern	30200	Calculated value of Total
3	Lipari, Angle	Western	40000	#DIV/0!
4	Miserino, Carl	Eastern	34700	#DIV/0!
5	Powers, Jessica	Northern	34000	#DIV/0!
6	Total	Mid-West	23000	#DIV/0!

In cell D3 to D6, it shows an error. Why it shows an error. Find it & Display corrected formula.

Note: - Use absolute copy instead of relative copy.

6) Create following worksheet:

EMP NAME	HRA	TA	DA	GROSS SALARY	PF	TAX	DED.	NET SALARY	% SALARY
TAMMY	\$3500	\$40	\$10	?	\$20	?	?	?	?
”	”	”	”	”	”	”	”	”	”
TOTAL	?	?	?	?	?	?	?	?	?

Give the commands for the following (Indicate cell address for commands)

E.g. cell E4: @SUM (B4..D4)

- 6.1 Centre align the Labels HRA, TA, DA, SALARY
- 6.2 Specify command(s) to draw a line in Row 3 as shown.
- 6.3 Increase the column width of the first column to 18
- 6.4 Display all the amount figures with a two place decimal point (X.XX)
- 6.5 Insert a blank column DEDU. And NET.
- 6.6 Using calculation commands and copy commands, find out.
  - 6.6.1 GROSS SALARY as the sum of BASIC, TA, DA
  - 6.6.2 DEDU. As the sum if PF and TAX.
  - 6.6.3 NET SALARY as the difference between GROSS SALARY and DEDU.
  - 6.6.4 TOTAL is the total of all respective columns.
  - 6.6.5 % SALARY is achieved by dividing individual NET SALARY with TOTAL NET SALARY.

6.6.6 TAX is calculated using following criteria. (Use Hlookup and Vlookup)

Salary Range	Tax Amt.(%)
< 1000	NIL
>=1000 and <2000	10
>=2000 and <3000	20
>=3000 and <4000	30
Otherwise	40

- 7) You are saving Rs. 200 every month in a deposit scheme for a period of 6 years. Fixed rate of interest is 12% what amount will you receive after 6 years? Find this using your own formula & also using available function. Compare both the values.
- 8) A customer is given a loan of Rs. 80,00,000 for a period of ten years with a fixed interest rate of 12.5%. What will be his monthly installment payment? (Hint: Use Goal Seek and Financial Function PMT() )
- 9) Create a data table to calculate and display monthly installment values for the following rates of interest and loan amounts for 10 years.

**ROI**

- ◆ 0.175
- ◆ 0.185
- ◆ 0.195

**Loan Amount**

- ◆ 225000
- ◆ 200000
- ◆ 185000

Change the years from 10 to 5 and see the effect.

Find this using your own formula (Absolute and Mixed)

10) Create following worksheet.

***EMPLOYEE INFORMATION***

EMPNO	NAME	DEPT	BASIC	HRA	PF	NET
101	BINA	ACTS	7700			
103	AYESHA	EDP	6400			
105	PUNIT	ACTS	-			
107	-	-	-			
111	-	-	-			

1. Apply formatting of your choice.
2. Calculate HRA = 30% of basic.
3. Calculate PF=10% of basic.
4. Calculate NET = BASIC + HRA –PF.
5. Calculate TOTAL for each column.
6. Sort the list in alphabetic order by name.
7. Apply filter to show only records where BASIC>5000.
8. Apply filter for showing records of only EDP department.
9. Sort the list department wise.
10. Calculate dept wise subtotals.
11. Remove subtotals.
12. Save the sheet by EMP.XLS.

11) Perform the following task

1. Open the sheet MARKS.XLS.
2. Generate bar chart of name v/s. Percentage.
3. Specify Titles, Axes, Legend, Gridlines, Data labels.
4. Save the chart in other sheet.
5. Change the chart type to pie chart.
6. Fill it with different patterns and colors.
7. Save the chart.
8. Generate another 3D-column chart of Rollno v/s. Total marks.
9. Using the data of exercise no. 4 Plot Line, Bar, Stack-bar charts to compare marks in all the subjects. Save all this charts with different name and take printout all charts.
10. Specify titles, Axes, Legend and Gridlines.
11. Apply data labels with value.
12. Save it as object in current sheet.
13. Rotate chart and observe the change.
13. Apply different color and patterns in 3D-column.

12) Perform the following task

1. Open the sheet EMP.XLS
2. Protect it using password
3. Insert one column grade
4. Fill it using following criteria

<b>Basic</b>	<b>grade.</b>
>=10000	m1
>=6000 and <10000	m2
>=3000 and <6000	m3

5. Save the sheet.
6. Open the MARKS.XLS.

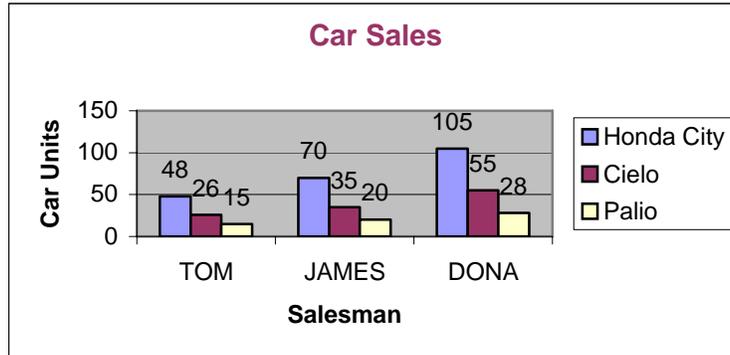
7. Insert one column grade in the sheet MARK.XLS and use following criteria.

<b>Perc.</b>	<b>grade</b>
$\geq 70$	dist.
$\geq 60$ and $> 70$	first
$\geq 50$ and $> 60$	second
$\geq 40$ and $< 50$	third
Otherwise	fail

- 13) Create the following data in the first worksheet starting from the cell A1.

<b>Cars</b>	<b>TOM</b>	<b>JAMES</b>	<b>DONNA</b>
<b>Honda City</b>	48	70	105
<b>Cielo</b>	26	35	55
<b>Palio</b>	15	20	28

Create this chart as an object in the



1. Create a pie chart for the car Cielo.
2. Shade all the slices with different patterns Colors.
3. Explode the slice of Cielo produce.
4. Take printout of Graph.

**GUJARAT UNIVERSITY  
COMPUTER SYLLABUS FOR 0 F Y B A**

**SEMESTER I  
SUBJECT ELECTIVE (II)  
COURSE CODE : SE (II) 105  
COURSE TITLE: COMPUTER METHODS  
PAPER NAME: INTERNET TECHNOLOGY  
& TERMINOLOGY - HTML**

**OBJECTIVE:**

- 1 To know how to surf internet, collect data, how to gather information, how to send information
2. Web page designing and developing using Web Page Editor.

**Internet**

**Unit I**

**Introduction to Internet**

Definition of Internet & Intranet.

Internet Technology and Protocols : TCP/IP, SMTP, POP3

Usages of Internet through applications

Technology Components: Switch, Router, Gateway, Bridge

Internet Connectivity: Broad Band, Lease line, Data Card, Wireless, Satellite

Function of Internet Service Provider

**Unit II**

**Internet Tools and Multimedia**

Current Trends of Internet, what is WWW, URL, FTP, Telnet, HTTP Web Browser, Web Server [IIS – Internet Information Server], Web Client.

Usages of Search Engines: Google, Yahoo, AltaVista, Lycos etc.

How to use E-mail [Creation of Account, Configuration],

Introduction to Social Networking: Face book, Orkut.

**HTML**

**Unit – 3**

**HTML - Introduction and Categories**

History of HTML, HTML Generations, HTML Documents, Anchor Tag, Hyper Links, Head and Body Sections, Header Section, Title, Prologue, Links, Colorful Web, Page, Comment Line, Designing the Body Section, Heading Printing, Aligning the Headings, Horizontal Rule, Paragraph, Tab Settings, Images and Pictures, Embedding PNG Formatted Images

- Table Handling: Tables, Table Creation in HTML, Width of the Table and Cells,  
Coloring Cells, Column Specification
- Unit – 4**     **HTML – Forms**  
HTML – Frames, Style Sheets, Adding Pictures and Image Attributes, URL Anatomy.

**MAIN REFERENCE BOOKS:**

1. Computer Application – II, Vimal Pandya, HK Arts College Publication, Ahmedabad [Gujarati Book]
2. Introduction to Ms -Access , HTML, Networking and Internet , Dr. Gnaanesh N. Jani , Akshar Publications, Ahmedabad [Gujarati Book]
3. Internet Technology and Web Design –ISRD Group
4. World Wide Web design with HTML – C Xavier
5. Computer Fundamentals and Information Technology – By Bharat & Co.
6. Computer Fundamentals – By P.K.Sinha
7. Fundamental of IT for BCA – By S.Jaiswal
8. Internet The Complete Reference - By Young

**SUGGESTED ADDITIONAL READING:**

1. World Wide Web design with HTML – C Xavier
2. World Wide Web Design With Html - By C Xavier
3. Internet For Every One Techworld – By Leon

**ACCOMPLISHMENTS OF THE STUDENTS AFTER COMPLETING THE COURSE:**

Now student is aware with web designing, How to create animation, how to create webpage/website easy. How to insert/modify/delete image, text data using tools. Student can connect with the world.

**PRACTICAL – HTML EXERCISE**

- 1) Write the HTML code at least with 30 lines which make use of following tags:  
*The Italics tag, center tag, paragraph tag, Break tag, font tag and its attributes.*
- 2) Create the HTML file name Assignment.htm with the given text and below specification:
- 3)

**Welcome to ABC Institution**

ABC was founded in 1988 to offer distance learning programs. The privately owned independent college once named, "American Institute for Computer Sciences," changed its name to better reflect what students can accomplish with distance education.

A typical student at ABC is 26 to 40 years old and many of them work in a tech-related

field. All of them want to better themselves by getting the college degree they need to progress up the career ladder.

- a) Specify the title/Header '**Welcome to ABC Institute**' at the top of file.
  - b) Centre the above title and change font size to ARIAL, 14.
  - c) Give three lines spacing after the title.
  - d) Apply BOLD, UNDERLINE and ITALIC effect to it.
  - e) Select appropriate BACKGROUND and BGCOLOR attributes.
  - f) Use text formatting command using paragraph break and line breaks.
  - g) Emphasize document context using Align, Size and Width tags.
- 4) Looking at the screen given below write the HTML code making use of following tags.  
Text Content  
**Example on Unordered list**
- Sports Car
  - Business Car
  - Economy Car
- Example on Ordered list**
- IV. Sports Car
  - V. Business Car
  - VI. Economy Car
- Example on Definition list**
- Sports Car
    - Ferrari
  - Business Car
    - Tata Sumo
  - Economy Car
    - Maruti
    -
- 5) Design a web page using the image files 'XYZ.GIF', 'PQR.GIF' and 'DEF.GIF' according to the following specifications. (Use an appropriate Text content)
- ◆ Use a Border for 'XYZ.GIF'.
  - ◆ Resize the width and Height 'PQR.GIF' and 'DEF.GIF' to 100 pixels each.
  - ◆ Align the text with respect to the images so as to obtain the desired output.
- 6) Create a web page giving the following Flight details in a tabular format.
- ◆ Flight Name
  - ◆ Starting Place
  - ◆ Destination Place
  - ◆ Arrival and departure time
  - ◆ Class
  - ◆ Fare
- a) Place a border for the table and use all padding to present the cell data with clarity.

- b) Align the table in the center of the screen. Use a caption saying ‘Schedule for flights’.
  - c) Change font style, color, and size of title ‘Schedule for flights’ to ARIAL ’15 & line spacing 2.5 to the table data.
  - d) Use the appropriate background color for data of table.
  - e) Save the file with ‘FLIGHT.HTM’
- 7) Create a document with two links to an external document. The first link should lead to the beginning of the external document. The second link should lead to a particular section in the external document.
- In the external document specify a link that will lead to a particular section within it.

Text content

[Welcome to our Home page](#)

This page has been linked to the website at our Institute. For further information click on any of the following:

◆ **About our University**

Over 9,000 students and alumni in over 120 countries are enjoying the flexibility ABC provides; working on their own timetable and at their own pace. Anywhere is a classroom with ABC. Our students almost all work full-time. Most of them are making house payments, raising families and doing their best to make life better. ABC gives them the opportunity to earn a degree in one of the fastest-growing fields today - computer and information sciences - a degree that will provide them entry into a job with potential and a good paycheck.

◆ **Contact Information**

**AMERICAN COLLEGE OF COMPUTER & INFORMATION SCIENCES**

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Fax number: 1-205-326-3822

8. Create a specimen of a corporate web page. Divide the browser screen into two frames. The frame on the left will be a menu consisting of hyper links. Clicking on any one of these links will lead to a new page, which must open in the target frame, which is on the right hand side.
9. Create two links the first link that will open a page that displays the company profile, its business and its products. The second link will display the contact address of the company.

**GUJARAT UNIVERSITY  
COMPUTER SYLLABUS FOR F Y B A**

**SEMESTER I**

**FOUNDATION COURSE CODE : FC 101**

**COURSE NAME : COMPUTER SKILLS 1**

**PAPER NAME: COMPUTER FUNDAMENTAL MS WORD AND MS POWER POINT**

**OBJECTIVE:**

1. To develop awareness of potentiality of Computer and familiarity with current trend in Information Technology.

**UNIT I : INTRODUCTION TO COMPUTER**

What is Computer? Overview of a computer system, Development and Type of computers. Characteristics of computer (*Speed, storage, Accuracy, Versatility, Diligence, Reliability, Memory Capability*) , BASIC Applications of Computer systems (*Business, Scientific, Medical, Engineering, Educational etc.*)

Components of Computer System: CPU, VDU, Keyboard, Mouse, Memory, etc.

I-P-O Cycle (*Input-Process-Output*), Concept of Hardware and Softwares (*Application and System*), Classifications of Computers (*PCs, Laptop, Mobile, PDA Digital Diary*)

Input / Output Devices (*peripheral devices*):-, Keyboard, Mouse, MICR, OCR, Scanner, Joystick, Bar-code Reader, Plotter, VDU, Printers (*Impact: Line, Dot Matrix. Non-Impact: Ink-Jet, Laser, Multi Functional Device 5 in 1*)

Secondary Storage Devices:- Floppy Disk, Hard Disk, Compact Disk, Magnetic Cartridge, Zip Drive, USB Backup, CD-ROM(*CD, VCD, DVD*), CD-Writer, Thumb Drive.

Storage Units (*Bits and Bytes, KB, MB, GB, TB*)

Introduction to Software and Computer Languages

**UNIT II : WORD PROCESSOR -1**

**WORD PROCESSOR BASICS**

Introduction & Basic concepts, Objectives, Starting Word Processor. Opening/Closing/Savings/Protecting Document

**TYPING AND EDITING**

Introduction & Objectives, Action with mouse and through keyboard, Selecting text. Typing and Revising Text: Editing Text, Copying and Moving Text (*Cut, Paste, Copy, Move*), Typing Special Characters (*Symbols*).

**Features:** Introduction to Word Processing, Screen, Creating, Saving, Importing, Exporting and Inserting files, Formatting Paragraph, Indents and Outdents, Styles,

Font formatting, Editing, Selecting, Deleting Text, Using Tabs and Tables, Inserting Page Break, Page Numbers, Objects, Pictures, Book Mark, Symbols and Dates, Headers, Footers, Footnotes and Endnotes, Working with Columns, Pictures, Chart and Graph, Use of mail merge, Word Art, Drawing Toolbar, Creating Macro, Changing the CASE of Text, Creating Bullets & Numbered lists.

## **UNIT III : WORD PROCESSOR - 2**

### **FORMATTING TEXT**

Introduction, Objectives, Document Templates.

Font Formatting: Changing Font Type, Size and style, color, underline, other special effects. , Formatting Paragraph: Centered, Right, Justified and Left Alignment, Indenting Text, Tab Stops, Line Spacing, Paragraph Spacing, Borders and Shading., Finding and Replacing: Finding and Replacing Text, Using the Go To Command Using the Spell Check, Grammar and Thesaurus.

### **PAGE DESIGN AND LAYOUT**

Introduction, Objectives.

Page Setup: Paper Size and Orientation, Margins, Headers and Footers, Line Numbering, Tables: Table Creation, Modification, Formatting, Sorting & Numbering Cells, Special Tasks with Tables.

### **OBJECT LINKING AND EMBEDDING**

Introduction, Objectives, Inserting Objects from other Applications i.e. Clip Art, Spreadsheet.

### **MAIL MERGE**

Introduction, Objectives, Data Sources & Main documents, Creating merged documents, Merging using ask variable, Starting & Editing the Main document, Printing, Creating merged Envelopes & Labels.

## **UNIT IV PRESENTATION PACKAGE**

Introduction and Basic concepts, Objectives, Types of Business Graphics. How to make an effective presentation. Physical aspects of presentation.

### **INTRODUCING PRESENTATION PACKAGE**

Introduction, Objective, Presentation Package Views, Starting and Quitting Presentation Package, The Presentation Package Window

### **CREATING A PRESENTATION**

Introduction, Objectives, Creating / Opening a Presentation, Creating Tables, Making Organization Charts, Save and Close a Presentation, Add a New Slide, Change Slide Layout

### **CUSTOMIZING THE SLIDE SHOW**

Introduction, Objectives, Create a Blank Presentation, Working with Text, Changing fonts size and color of text, Working with Graphic tools, Align Objects, Group or Ungroup the objects, Slide Show. Working with Master document, different views, Working with Action Buttons.

### **MAIN REFERENCE BOOKS:**

1. Computer Application I, Vimal Pandya, HK Arts College Publications, Ahmedabad. [Gujarati Book]
2. Hand Book – Computer fundamental, Windows, Ms-word, Ms-excel and Ms-power point, Dr. G.N. Jani, Vimal N. Pandya Akshar Publications, Ahmedabad [Gujarati Book]
3. Ms-Office 2000 for everyone by Sanjay Saxena (Vikas Publication House Pvt. Ltd.)

### **SUGGESTED ADDITIONAL READING:**

1. **Microsoft Office 2003 The Complete Reference** by Curt Simmons, Guy Hart-Davis, Jennifer Kettell, Jennifer Kettell
2. MS Word Tutor, BPB Publications
3. MS Powerpoint Tutor, BPB Publications

### **ACCOMPLISHMENTS OF THE STUDENTS AFTER COMPLETING THE COURSE:**

Student can create attractive document and presentation.

### **PRACTICAL - Word**

12) Introduction to word & showing following Commands.

- 1.1 How to start word?
- 1.2 Information about various menus available on word like File & Edit.
- 1.3 Description of ruler Line, vertical & horizontal scrollbars.

13) Introductions to various types of Icons available on the word open document  
Type one or two paragraph about 75 to 100 word. Show the paragraph markers & the use of Tab Paragraph, Indented Paragraph & Hanging Indent.

#### Format the paragraph:

- Changing character format, Changing the font size and style, Underline style, Adjust various alignments, Changing paragraphs spacing, Use of format painter.

14) Try to create the following paragraph using Left, Right & Hanging indents.

<b>City Wide Computer Test</b>	
<u>Volunteer List and Assignments.</u>	
Anita Obey	Make sure every young person is seated at a computer before the group instructor begins the first section of skill building.
Douglas Barton	Check the data show settings for maximum screen projection from the PC.
Bobby Beiiy	Check midi cable & setting from Roland electronic keyboard to the multimedia PC.

Use ^T to prepare this application

15) Describe various TAB types i.e. left, right, decimal & center.

(a) Also generate the application as under show Tab Leaders in following Application.

<b>United States of America</b>					
<u>State Population and House Apportionment</u>					
Section .02	State	1997 Population	1998 Population	% Charge	# Seal
	Alaska.....	400.481	551.947	27.44	1
	Arizona.....	2.717.866	3.677.985	26.10	6
	Arkansas.....	2.285.513	2.362.239	3.25	4
	California.....	23,668,562	29,839,250	20.68	52
	Colorado.....	2,888,834	3,307,912	12.67	6
	Connecticut.....	3.107.576	3.295.669	5.71	6

(b) Show how Bar Tab is used using following application.

<b>ABC COMPUTER COMPANY</b>		
<b>Personnel List</b>		
<b>MICROSOFT CERTIFICATION</b>		
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>CERTIFICATION</b>
Hollowly	Mickey	Visual Basic
Osborne	Virginia	NT Workstation
Cartev	Tony	Visual Basics
Copper	Donna	Access

- 16) Create a document with at least 3 or 4 pages.  
Use Page layout to show that it is WYSIWYG ("what you see is what you get").  
Use margins, page breaks, headers, footers, page numbering & graphics in the documents. Also find the difference using.

**View -> Normal, Outline**

Apply Bullets, Numbering & various types of bullets, if required.

- 17) Create at least one application using word in appropriate format. i.e. Report, Letters, Faxes and Legal Pleadings.
- 18) Enter four or more pages of small size from any of your subject textbook. Make index of the important words from each page.
- 19) Create simple & various types of complex tables using Table - Insert table, Generate following application.

Sales Person	EAST	WEST	NORTH	SOUTH
Dann	100	100	100	100
Scheeler	200	200	200	200
Wixted	300	300	300	300
Wright	400	400	400	400

- Use how to Insert, Delete Rows/Columns.
- Use how to copy information in table.
- Use Table Autoformat tool.
- Use how to Sum in table.

To do so, create one extra Row & Column showing the Total of East, West, North South & also the Total of each sales person.

- 20) Create Mail-merge applications for Sending Invitation letter to all yours relatives and Friends on your Birthday party.  
Insert the appropriate Object in the document from the Clip Art Gallery.
- 21) Write a macro that formats a document to have a line spacing of 1.5 lines. The font is "Courier New" and font size of 10 points. The document should have left, right and top margin as 2"
- 22) Create a document using newspaper Columns. Add a picture in between. Show

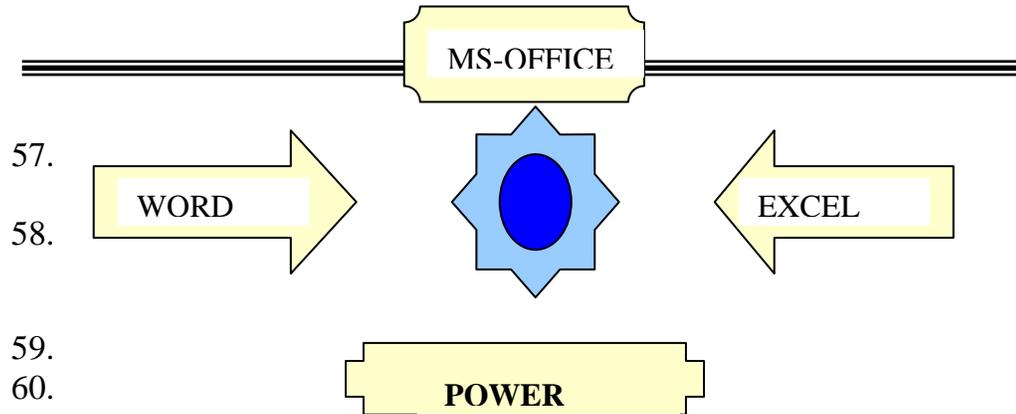
how the 1<sup>st</sup> letter is Bigger than the other characters. E.g.

**A**lso this is the application in  
Which we would like to display the  
Commands in this format

### **PRACTICAL - Powerpoint**

- 2) Create slide of your choice.
  31. Add a new slide.
  32. Add title MSOffice
  33. Add following points in bulleted text
    - Word
    - Excel
    - PowerPoint
  34. Increase the line spacing of the bulleted points to cover the whole slide.
  35. Apply a border around the title
  36. Using slide master, change the font of title to Arial.
  37. Place text L. D Arts College at bottom of left corner of master slide.
  38. Return to slide window
  39. Observe change in appearance of title of each slide and the entry L. D Arts College in all slides.
  40. Move to slide sorter view
  41. Shift the first slide to end
  42. Make a copy of second slide
  43. Return to slide view
  44. Move to slide one
  45. Apply flying effect to title
  46. Apply Type writer effect to sub-title
  47. Add a new slide
  48. Save the file by the name first.ppt
  49. Return to slide view
  50. Add a third slide
  51. Choose chart layout
  52. Insert appropriate chart and text of your choice
  53. View the slide show
  54. Rearrange slides.
  55. Add a fourth slide, choose a blank layout
  56. Using the drawing tools, prepare the slide as shown below & save the file.





4. Prepare a Slide show describing your college
5. Create a presentation slide, which contain one object that is point to any worksheet.

Computer Science – BA SYLLABUS : SEMESTER I