

## **Detailed Content**

### **Data Entry & Computer Application**

**Total Marks: 100**

**External Marks: 70**

**Internal Marks: 30**

**Credits: 4**

**Pass Percentage: 40%**

#### **Section A**

Unit I: Computer Memory: Representation of information: BIT, BYTE, Memory, Memory size; Units of measurement of storage; Main memory: main memory organization, RAM, ROM, PROM, EPROM

Unit II: Computer languages: Machine language, assembly language, higher level language, 4GL. Introduction to Compiler, Interpreter, Assembler, System Software, Application Software.

Unit III: Introduction to Internet, WWW and Web Browsers, Creating and using emails and social media platforms, ISP; Knowing the Internet; Web Browsing software's, Search Engines; Understanding URL Domain name

#### **Section B**

Unit V: IP Address; Using e-governance website Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails

Unit VI: Word Processing Package: Opening, saving and closing an existing document; renaming and deleting files; Using styles and templates: Introduction to templates and styles; applying, modifying

Unit VII: Using a template to create a document, creating a template, editing a template, organizing templates, examples of style use, Changing document views

Unit VIII: Working with text: select, cut, copy, paste, find and replace, inserting special characters, setting tab stops and indents, Formatting text, formatting paragraphs, Formatting pages: Using layout methods, creating headers and footers, Numbering pages.

#### **Suggested Reading:**

1. Pradeep K., Sinha, Computer Fundamentals : Concepts, Systems & Applications- 8th Edition
2. Rajaraman V, Fundamentals of Computers-6th Edition
3. RS Salaria, Computer Fundamentals 1St Edition 2017
4. Archana Kumar, Computer Basics with Office Automation, 2013
5. Angeline D Magdalene Delighta, Exploring of Computer fundamentals and office automation I LAP Lambert Academic Publishing