UNIT – I (FUNDAMENTALS OF COMPUTER)


UNIT – II (COMPUTER ORGANIZATION)

Basic Components of Computer – Input Units, Keyboard, Mouse, CD-ROM Drive, Other Input Units – Output Unit, VDU (Visual Display Unit), Printer, Other Output Unit – Input/output Units, Floppy Drive, Harddisk, CD-writer, Magnetic Tape Drive – Central Processing Unit – Memory, Arithmetic and Logic Unit, Control Unit.

UNIT – III (BASICS OF OPERATING SYSTEM)


**UNIT – IV (WORD PROCESSOR)**


**UNIT – V (WORKING WITH SPREADSHEETS)**

UNIT – VI  (WORKING WITH POWER POINT)


UNIT VII  (WORKING WITH ACCESS)

Introduction – Creating a Database – Creating a table – Entering a Data – Editing Data – Printing a Table – Creating Forms – Creating Queries – Sub Queries – Creating and Printing Reports.

UNIT VIII  (COMPUTER COMMUNICATION)

Introduction – Advantages – MODEM – Computer Networks – Uses of Networks – Types of Networks - Introduction to Internet – Advantages of Internet – Getting connected to Internet – World Wide web (www) – E-mail – Creating E-mail id, Sending, Receiving, Attaching Document – Browser – Searching Information’s.
UNIT IX (BASIC TROUBLE SHOOTING)

Connecting Input and Output Devices - Connecting Ports - Serial Port (COM Port), Parallel Port (LPT), USB NIC Port (Network Interface Card), Sound Card Ports, Monitor Port – Virus – Anti Virus Installation – Virus/Malware Scanning.

UNIT – X (WORKING WITH EXTERNAL DEVICES)