

Pre Ph.D. Course work for ~~_____~~

Paper I: Computer Application

Maximum Marks: 100

Unit I fundamentals of computers

Hardware and software, Different operating systems, Application programmes, Programming language concepts

Unit II Word processing

Introduction to word processing, MS-Word-creation of files, arrangement of files in folders, saving documents as files, print, formatting, inserts, page layout, references (citation and bibliography), Review [comments, tracking, compare], converting to pdf.

Unit III Spreadsheet Tools:

Introduction to spreadsheet application, features and functions, data sorting, features of statistical data analysis, generating charts/graphs and other features. Tools used may be Microsoft excel, open office or similar tools.

Unit IV Presentation Tool:

Introduction to presentation tools, features and functions, creating presentation, customizing presentation, showing presentation, Tools used may be Microsoft Power Point, open office or similar tools.

Unit V Web search

Introduction to internet, use of internet and WWW, using search engine like Google, Yahoo etc. using advance search techniques, use of internet in research activities, submission of paper in archive electronics mail system, cyber law.

Practical: Based on theory syllabus.

2/2
24/11/17

RLG
21/11/2013

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