

**Course No: MCA-1T0**  
**Course Title: Computer Fundamentals and Applications**

**Unit-I**

Generations of Computers, PC Family of Computers, Different I/O devices; Introduction to Operating System, Overview of Different Operating Systems, Functions of Operating System; Fundamentals of Disk Operating System (DOS), Understanding DOS prompt, Working with DOS commands, Config.sys and Autoexec.bat files.

**Unit II**

Introduction to Windows, Working with Accessories (Notepad, WordPad and Paint); Personalizing Windows, Installing and Removing Applications; Boot Options & Concept of Registry.

**Unit III**

Introduction to Office Tools: Word Processing, Advantages of Word Processing, Fundamentals of MS-Word, Working with Menus and Toolbars, Introduction to Macros. Overview of Excel, Working with Cells, Creating Worksheets, Working with Formulae Bar. Introduction to PowerPoint, Creating and Designing Slides, Working with Hyperlinks & Animation.

**Unit IV**

PC Management: Disc Management Tools, PC tools, Norton utilities, Disk Doctor; Introduction to Computer Security, Viruses, Virus Detection, Prevention & Cure Utilities. Using Internet: Shared Folders; Browsers, E-Mails, Attachments; Search Engines,

**Suggested Readings:**

1. **Taxali**, PC Software, 2005, **Tata McGraw Hills, New Delhi.**
2. **Suresh K. Basandra** , Computers Today, 2005, **Galgotia Publications.**
3. **P. K. Sinha** ,Computer Fundamentals,2005, **BPB, New Delhi.**
4. **Peter Norton**, **Inside the PC, 2001, SAMS Tech Media.**
5. **Sanjay Saxena**, **MS Office for Everyone, 2005, Vikas Publications.**
6. **Peter Dyson**, Understanding PC Tools, **AET Publications.**
7. **Peter Dyson**, Understanding Norton Utilities, **AET Publications.**