

**Unit – I (Overview of Computer) -14 Hours**

Introduction to Computers, Block Diagram of Computer, generations of computer, Classification of Computers based on Purpose, Operation & Size, Anatomy of Computers, Basic I/O Devices, Printers,  
Memory units- Primary and Auxiliary memory, Cache

**Unit – II (Operating Systems)- 13 Hours**

Operating System: Definition, Functions of Operating System, Booting, Types of Operating Systems

**Unit-III**

Working with DOS : Introduction, Environment, Internal & External Commands, Batch Files

**Unit – IV (Windows) -15 Hours**

Introduction, Desktop, File Manager, Windows Explorer, Control Panel, Clip Board,  
Accessories: Calculator, MS Paint, Notepad, WordPad

**Unit – V (Internet) - 18 Hours**

Introduction, features of Internet, Email Creation, Mail Sending, Receiving.

**Prescribed Text Book:**

- 1) “Fundamentals of Computers” –Peter Norton’s  
“Internet & Web Technologies” – Raj Kamal

## MODEL PAPER

**Class: I B.com (General)/TP/ Logi, BBM, B.Sc(MPC/CBZ)**

**Paper: Computer Fundamentals & Internet**

**Time: 3Hrs**

**Code: CBICF101**

**Semester: I**

**Max.Marks:75**

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### SECTION-A (Short Answer Questions)

W.E.F 2015-16
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**Answer any *five* of the following questions**

**5 x 5 = 25M**

1. Explain characteristics of computers
2. Explain advantages of computers.
3. Explain about Memory and memory types
4. Write about Control Panel
5. Explain about features of MS-Windows
6. Explain about Wild Card Characters in DOS with examples
7. Explain about Windows Explorer?
8. Write the features of Internet.

### SECTION-B (Essay Questions)

**Answer ALL of the following questions**

**5x10=50M**

9. A) Explain computer with its block diagram  
(OR)  
B) Explain different types of printers.
10. A) Explain functions of Operating system.  
(OR)  
B) Explain types of operating system.
11. A) Explain DOS Internal commands  
(OR)  
B) How to create batch file in dos.
12. A) Draw and Explain Desktop and its icons.  
(OR)  
B) Explain Accessories and its applications
13. A) What is Internet? Explain the history of internet.  
(OR)  
B) Explain the procedure to create E-Mail.

**KAKARAPARTI BHAVANARAYANA COLLEGE (Autonomous)**  
**Department Of Computer Science & Applications**

Class:	Semester:	Title of The Paper:	Paper Code:	W.E.F
I B.com (General)/TP/Logi, BBM, B.Sc(MPC/CBZ)	II	Computer Based Documentation	CBICF201A	2018-19

**Syllabus**

Total No of Hours for Teaching – Learning	Instructional Hours for Week		Duration of Semester End Examination in Hours	Max Marks		Credits
	Theory	Practical		CIA	SEE	
30 Hours	2	-	3 Hours	25	75	

**Course Objectives:** The objective of the course is to introduce the concepts of MS-WORD and POWERPOINT

**Course Outcomes:**

1. To understand the meaning and basic components of a computer system
2. To Define a Word basics.
3. To Explain Formatting your text and Documents.
4. To Explain working with header and footers.
5. To Understand merging source and main document.
6. To explain power point presentation and creating a slides.
7. To Understanding custom animation choosing animation effect, printing slides.

**UNIT-I**

**Word basics:** creating a new document, opening pre-existing document, the parts of a word window, undo, redo, repeat, inserting text, replacing text, cut, copy, paste-printing.

**Formatting your text and Documents:** margins, borders and shadings.

**UNIT –II**

**Working with headers and footers :**the header and footer document sections, header and footer navigation and design, editing the header and footer areas, header and footer styles, different first page, different add and even pages, adding the header and footer material, page numbers, themes.

**Tables:** Creating a simple table, creating a table , entering and editing text in a table, selecting in table, adding rows, changing row heights, deleting rows, inserting columns, deleting columns, changing column width.

### **UNIT-III**

**Graphics :** clipart, insert picture, clipart gallery using words drawing features, drawing objects.

**Charts :** charts creation, types of charts.

**Macro's :** macro, recording macros, editing macros, running a macro.

**Mail merge:** mail merge concept, main document, data sources, merging data source and main document.

**Links:** book mark, hyperlinks, cross reference.

**Views:** draft view in the new normal view, print layout, full screen reading, web layout outline(master document tools).

### **UNIT-IV**

**Power point basics:** creating a presentation, design templates, auto content wizard. Inserting new slides, Duplicating slides, slide background settings .inserting text, tables, clipart, word art, shapes into slides, adding slide numbers, date and time into slides, views in power point.

### **UNIT-V**

**Building animation effects, transition and support materials:** Understanding animation and transitions.

**Assigning transitions to slides:** setting transition effects and timings, more about transitions sounds rehearsing and recording transitions timings.

**Animation slide content:** Understanding custom animation choosing animation effect, printing slides.

**MODEL PAPER**

**Class: I B.com (General)/TP/Logi, BBM, B.Sc(MPC/CBZ)**  
**Paper: Computer Based Documentation**  
**Time: 3Hrs**

**Code: CBICF201A**  
**Semester: II**  
**Max.Marks:75**

**SECTION - A**

W.E.F 2018-19

**Answer any *five* of the following questions**

**5 x 5 = 25M**

1. Explain general features of MS-Office
2. Explain Find and Replace options
3. Explain Auto formatting in Word.
4. Explain Home ribbon options in MS-Word
5. Explain various views in power point
6. Explain about paste special option in Ms-word
7. Explain spellcheck in MS-Word.
8. How to save, open, close the MS-Word.

**SECTION - B**

**Answer ALL of the following questions**

**5 x 10 = 50M**

9. A) Explain about components of MS-Word window.  
(OR)  
B) Explain about page setup window.
10. A) Explain table menu commands in Word.  
(OR)  
B) Explain different views in MS-Word.
11. A) Explain paragraph setting in MS-Word.  
(OR)  
B) Explain auto format and auto correct
12. A) Explain Header and footer and its navigations.  
(OR)  
B) Explain mail merge procedure.
13. A) Explain steps to create new Presentation.  
(OR)  
B) Explain Animations and Transitions in power point.



**QUESTION BANK**

**Class : I B.com (General)/TP/Logi, BBM, B.Sc(MPC/CBZ)**  
**Paper: Computer Based Documentation**

**Code: CBICF201A**  
**Semester: II**

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**5 MARKS:**

**Unit-I**

1. Explain about find and replace in MS-Word.
2. Explain the command copy and paste.
3. Explain borders and shading.
4. How to save, open, close the MS-Word.

**Unit-II**

1. Explain the procedure for creating a table.
2. Explain Auto formatting in Word.
3. Write a procedure for creating a table in MS-Word.

**Unit-III**

1. Explain types of charts in MS-Word.
2. Explain word drawing features.
3. How to record and running a macro in MA-Word.
4. Explain tapes of charts in MS-Word.

**Unit-IV**

1. How to insert a new slide in power point
2. Explain various views in power point.
3. How to insert a text and tables in a slide.

**Unit-V**

1. Explain custom animation in power point.
2. How to insert a text and tables in a slide.

**10 MARKS**

**Unit -I**

1. Draw and explain about MS-Word window components.
2. Explain formatting text in MS-Word.
3. Explain about page set window.

**Unit-II**

1. Explain rows and columns formatting in a table.
2. Explain entering and editing text in a table.
3. Explain header and footer and its navigations.

**Unit-III**

1. Explain about macro?
2. Explain mail merge procedure?

3. Explain different views in MS-Word.

#### **Unit-IV**

1. Explain steps to create new Presentation.
2. Explain Animations and Transitions in power point.

#### **Unit-V**

1. How to apply Animation effects and time into a slide?
2. Explain steps to create sound rehearsing and recording transitions timings in a slide.

## **Unit -1**

What is Excel Good for? What's new in Excel 2010, Understanding Work book, work sheet, Ribbons, Making Your worksheet Look a Bit Fancier, Saving a work book, printing work sheet.

### **Entering and Editing Worksheet Data:**

Exploring the Types of Data You Can Use: About the Numeric Values, About Text entries, About Formulas. Entering Text and values into your work sheets:- Centering Text across columns, Clearing and Deleting data on worksheets. Entering dates and times into your work sheets, Modifying cell Contents:- Erasing the Contents of a Cell, Replacing the contents of cell, Editing the contents of a cell, Applying number formatting: Using automatic Number Formatting, Formatting Numbers by using the Ribbon, Using the shortcut keys to format the numbers, Formatting the Numbers using the format cell dialog box, printing your work sheet.

## **Unit-2**

### **Essential worksheets and Cell range options**

Learning the Fundamentals of Excel worksheets: Working with Excel windows, Adding new work sheet to your work book, Deleting a worksheet you no longer need, Changing the name of the work sheet, Changing the sheet tab color, Rearranging the work sheets, Hiding or un hiding the worksheets. Controlling the worksheet view: Zooming in or out for better view, Splitting the worksheet window into panes, Keeping the titles in view by freezing panes, Monitoring the cells with a watch window. Working with Rows and columns: Inserting the Rows and columns, Deleting Rows and Columns, Hiding Rows and columns, Changing column width and row height. Understanding cells and Ranges: Selecting ranges, Selecting complete rows and columns, selecting non-contiguous Rows, Selecting multi sheet ranges, Selecting special types of Cells, Selecting cells by searching. Copying or Moving Ranges: using ribbon commands, using drag and drop, using the paste special dialog box .. Fill Commands Using names to work with ranges: Creating the range names in your workbooks, Managing names .. Adding Comments to the cells: Formatting the comments, working further with comments.

## **Unit – 3**

### **Introducing formal and functions:**

Understanding the Formula basics: Using operators in formulas, Using functions in your formulas.

Using Cell References in formulas: Using relative, Absolute and mixed references, Changing types of your references, Referencing cells outside the worksheets.

Using formulas in tables: summarizing data in a table, using formulas within the table, referencing data in a table. **Excel functions:** Function wizard, Function Categories.

## **Unit-4**

**Charts in Excel:** Chart parts and terminology: Instant charts with the chart wizard, crating charts on separate worksheets, Resizing and moving charts, Adding chart notes and arrows, Editing charts, Printing charts, Deleting charts, Setting the default chart type, Controlling which series is on which axis, Creating trend lines.

**Database concepts and terms:** Creating an excel database, Working with database forms, Conditional formatting.

Data Validations, What if Analysis, solver, pivot table, subtotals, formula auditing, filtering concepts.

**Prescribed Text Book**

Microsoft Office 2010 Bible (Bible (Wiley))

by [John Walkenbach](#) , [Herb Tyson](#) , [Michael R. Groh](#)

**Model Question paper**  
**Class: II B.com (General)/ TP/Logi, BBM, B.Sc(MPC/CBZ)**  
**Paper: MS-Excel-2010**  
**Time: 3 Hrs.**

**Code: CBICF301**  
**Semester: III**  
**Max. Marks: 75**

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**SECTION - A**

**Answer any *five* of the following questions**

**5 x 5 = 25M**

1. Centering text across columns.
2. Write the difference between copy-paste and cut-paste.
3. How to add new row to excel sheet.
4. Write about data validation?
5. Explain sub totals and grand totals.
6. Explain procedure to insert a function using wizard.
7. Explain conditional formatting.
8. Write about any 5 Fill commands?

**SECTION - B**

**Answer ALL of the following questions**

**5 x 10 = 50M**

9. A) Explain features of Excel.  
(OR)  
B) Explain Excel Window components.
10. A) Explain cell referencing in Excel.  
(OR)  
B) Explain different types of number formatting in Excel.
11. A) Explain cell formatting in Excel.  
(OR)  
B) Explain different mathematical functions in Excel.
12. A) How to insert chart in Excel.  
(OR)  
B) Explain different types of charts in Excel.
13. A) Explain different types of errors in Excel.  
(OR)  
B) Explain What-if analysis in excel.

### **Unit-1**

The Database Terminology of Access, The access table wizard, creating databases without the wizard, field names, data types and properties, adding or deleting fields in tables, renaming fields and their captions, moving fields, deleting fields in tables, resizing fields, primary key fields, indexing fields, viewing a list of database properties.

Typing, adding records, duplicate previous entries without retyping, switching out of data entry mode, correcting entries, global replacements, moving from record to record in a table, entry and navigational shortcuts.

### **Unit-2**

**Queries and dynasets:** Queries and dynasets, creating and using select queries, returning to the query design, using wildcards in queries, requesting range of records, hiding columns, reformatting dynasets, multilevel sorts, showing all records after a query, saving queries for latter use, cross tab queries, find and replace.

### **Unit-3**

**Access Reports:** Printing reports, forms, letters and labels: simple table, form, and database printing, manual reporting and modifying, modifying section contents, properties in reports, saving report formats for reuse, printing mailing labels, changing label designs.

### **Unit-4**

#### **Relational databases:**

Flat versus relational, how relationships work, Exercise: creating a simple relationship, types of relationships, defining and redefining relationships, deleting relationships. Importing and exporting records : linking other databases as tables, importing data from spread sheet files, importing data from word files, exporting access data.

### **Prescribed Text Book**

1. Microsoft Office 2010 Bible (Bible (Wiley))by [John Walkenbach](#), [Herb Tyson](#), [Michael R. Groh](#)

**Model Question paper**

**Class: II B.com (General)/ TP, BBM, B.Sc (MPC/CBZ)**  
**Paper: MS-Access-2010**  
**Time: 3 Hrs.**

**Code: CBICF401**  
**Semester: IV**  
**Max. Marks: 75**

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**SECTION - A**

**Answer any *five* of the following questions**

**5 x 5 = 25M**

1. What are the features of Ms-Access?
2. How can we modify table design in access?
3. Explain about select query.
4. Explain procedure to create an index.
5. Explain wild card characters in Access.
6. How can we create relation between tables?
7. How can we establish a link to other data base tables?
8. Explain about graphics in Ms-Access.

**SECTION - B**

**Answer ALL of the following questions**

**5 x 10 = 50M**

9. A) Explain different ways to create table in Ms-Access.  
(OR)  
B) Explain different types of objects in Access.
10. A) Explain data types in Access.  
(OR)  
B) Explain types of queries in Access.
11. A) Explain cross tab query with an example.  
(OR)  
B) How can we create report in Access.
12. A) Explain types of relationships in access.  
(OR)  
B) Explain different sections in reports.
13. A) Explain procedure to create mailing labels in Access.  
(OR)  
B) Explain Import and Export options in Access.