

परिशिष्टम् 8

Shastri 1st Sem -AEEC - 1

Windows operating system & MS word with Unicode

Unit	Topic	Credits (2)
1	<p>Windows Operating Systems- Hardware and Software, Types of Softwares, Introduction and need of operating system, Types of operating system, dos operating system, Types of dos Commands, operating system as a resource manager; BIOS; System utilities - Editor, Loader, Linker, File Manager. Concept of GUI and CUI standards. Directories and files , wild cards, autoexec.bat, config.says, features of Window desktop, components of Window, function of each component of Window, method of starting a program using start button, Understand maximize, minimize, restore down and close button, uses of file and folder, method of viewing the contents of hard disk drive using explore option, control panel,disk defragmentation installation and un installation of the application software.</p>	01 credit
2	<p>MS word with Unicode - Word Processing concepts: Saving, Closing, Opening an existing documents, Selecting text, Editing text, Finding and replacing text, printing documents, Creating and Printing Merged Documents, Character and Paragraphs Formatting, Page Design and Layout. Editing and Proofing Tools: Checking and correcting spellings. Handling Graphics. Creating Tables and Charts. Document Templates and Wizards</p>	01 credit

Reference Books-

1. Fundamentals of Computer by E Balagurusamy,Tata McGraw Hill Education-Pvt. Ltd, New Delhi
2. Fundamentals of Computer by V Rajaraman; Prentice Hall of India Pvt. Ltd., New Delhi
3. IT Tools and Business Systems,Satish Jain et.al,BPB Publications.