

ICT1—SYALLBUS

UNIT1:

Definition of a computer, Characteristics applications of computer
Block diagram of a computer
Classification of computers based on size and working
Central processing unit
Input/output devices

UNIT2:

Primary, Auxiliary, Cache memory
Memory devices
Software, Hardware, Firmware, People ware
Definition and types Of OS
Functions of OS
MS-DOS
MS-Windows, Desktop, Computer
Documents, Pictures, Music, Videos, Recycle bin
Task bar- Control Panel

UNIT-III

Features of MS-WORD, MS- Word Components—creating, Editing, Formatting and printing a documents

Headers and footers, Insert/Draw Tables
Table Auto Format, Page borders and shading
Inserting Symbol shapes, Word Art, Page numbers
Equations, Spelling and Grammar, Thesaurus, Mail Merge

UNIT-IV

Features of Power point, Creating a Blank Presentation,
Creating a Presentation using a Template,
Inserting and deleting slides in presentation
Adding Clipart / pictures
Inserting Other objects, Audio, Video
Resizing and scaling of an object
Slide Transition and custom animation

UNIT-V

Overview of Excel features
Creating a new worksheet, Selection cells , Entering and editing text, numbers
Formulae. Referencing cells- Inserting Rows/Columns
Changing column widths and row heights
Auto format, Changing font colors, sizes and shading