

## **Computer fundamental Lab.**

**B.A. III<sup>rd</sup> Year**

**Course Title: Computer fundamental Lab Course**

**Course Code: ULABCBC306**

**Credit value: 2**

**Program: Vocational Course**

**Course Code – ULABCBC306**

**Course Type - Vocational**

**Credit Value:4 Theory / 2 Practical = 6**

**Total Marks: 100**

**Min. Passing Marks: 40**

**Total No. of Lectures-Tutorials/Practical (in hours per week): 02hrs./weekly -T-P: 60-0-0**

### **Computer fundamental Lab Course**

Through computer basics 2023: basic computer skills and fundamentals course you will be able to learn content worth 5-6 hours in just an hour. The course modules are aimed at teaching basic hardware, software, privacy, security, backup guide, and troubleshooting tips for Windows 10.

#### **Learning Outcome**

- Understanding the computer basics, both Desktop and Laptop Computers.
  - Understanding the brief history of computers.
  - Understanding the functions of buttons on a computer.
  - Understanding how to set up a Computer.
  - Understanding steps and ways for accessing and using the Internet.
  - Understanding how to protect your computer.
  - Understanding where to look for your queries online.
  - Understanding how to use Email Online.
  - Understanding Social Media and ways for using it.
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- **Unit -1 \_ Computer Basics:** Introduction to Computer, History, Characteristics, Types, Application, Basic Components, Computer Architecture, etc.
  - **Unit-2\_ Number Systems:** Introduction to Number System, Classification and Types of Number System, Base Conversion, using Shortcut Method, etc.

- **Unit-3\_ Hardware and Software:** Introduction, Computer Memory, Peripherals, Output Devices, Software, and Requirements, etc.
- **Unit-4\_ Windows XP:** Features, Comparison, Windows XP installation, Activating and Security features, User Accounts, Getting Help, etc.
- **Unit-5\_**

**MS Word:** Introduction, Windows Interface, Word Application, Viewing Documents, Basic and Advanced Formatting, Navigating through a Word Document, Printing Documents, Preview, etc.

**Excel 2007:** Introduction to Excel, Workbook, Worksheet, Formatting, Advanced formatting, Printing worksheets, etc

**MS PowerPoint:** MS PowerPoint Introduction, Creating Presentations, Basic and Advanced Formatting, Using Templates, Inserting charts and tables, etc.

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