

Subject Code: 2CM1010223				Subject Title: Computer Application – 2			
				Course Type: Subject Elective			
Course Objective: To make the students aware regarding basic concepts of computer with practical application.							
Teaching Scheme (Hours per week)				Evaluation Scheme (Marks)			
Lecture	Tutorial	Practical	Credit	University Assessment		Continuous Assessment	Total
				Theory	Practical	Theory	
2	-	2	3	50	30	20	100

Subject Contents			
Sr. No	Topic	Total Hours	Weight (%)
1	Advanced Word –I: ❖ Checking Spelling and Grammar ❖ Auto Correct and Auto Text ❖ Opening and Closing Toolbars ❖ Using Tabs • Defining Tabs using ruler bar and mouse • Defining Tabs using dialog box ❖ Enhancing a Document • Page set-up • Page break • Looking at a document in different views • Header and Footer • Zoom • Changing Case • Print options ❖ Tables • Creating a Table • formatting a table • Auto format • Calculation in Table and Sorting	9	25%
2	Advanced Word – II: ❖ Using multiple columns, Format painter, Auto format ❖ Graphics, Drawing toolbar, Word art, Inserting graphics ❖ Mail merge: What is Mail merge? ❖ Creating and printing merged letters ❖ Using Mail merge to print Envelop and Mailing labels	9	25%
3	Web Design Using Flash: ❖ Multimedia authoring software	9	25%

	❖ Advantages of Flash ❖ What is Animation? ❖ Parts of screen of Flash 8.0 • Stage • Time line • Panel • Tool Box • Library Window ❖ Web Animation ❖ To publish Animation		
4	Important terms related to Computer: Algorithm, Artificial Intelligence, ASCII, ATM, Automated office, Backup, BIOS, Bit, Byte, Boot, Bug, Client/server, Encryption, Flow chart, GIGO, POST, Password, Program, Modem, Web, Virus, Configuration of a PC computer.	9	25%

Reference Books:

1. Fundamentals of Computer & Its Application Part-II, Dr.A.M.Patel , Pankaj Pandya, Kiran Desai
2. IT Tools & Applications, Taxali R.K., TMH.
3. Flash in simple steps, Shalini Gupta & Others, Dreamtech