

**BHARATHIAR UNIVERSITY: COIMBATORE 641046**

**CENTRE FOR COLLABORATION OF INDUSTRY AND INSTITUTIONS(CCI)**

**CERTIFICATE IN BASIC COMPUTING CONCEPTS**

**SCHEME OF EXAMINATIONS**

<b>PAPER</b>	<b>TOTAL MARKS</b>	<b>DURATION</b>
<b>PAPER – I</b> THEORY EXAMINATION (60- Objective type of questions only)	100	2 HOURS
<b>PAPER – II</b> PRACTICAL EXAMINATION	100	2 HOURS
<b>PAPER – III</b> PROJECT ACTIVITY (One-Project submission only)	100	-
<b>TOTAL</b>	<b>300</b>	<b>-</b>

**Applicable to Students in class 5 and above**

## **Certificate in Basic Computing Concepts**

### **PAPER I - Unit Wise Syllabus**

#### **Unit - I**

Introduction : Hardware - Software : Types of Software - Operating System - Features of an Operating System - Type of Operating System. Windows - Features of Windows - Versions of Windows

#### **Unit - II**

Working with Taskbar : Introduction - Taskbar - What can we do with the Taskbar - Working with Taskbar Properties : Toolbars option - Address, Links, Desktop, Quick Launch toolbar, New Toolbar. Cascading Windows : What is cascading? - Tile Windows Horizontally & Vertically - Minimize all windows, Date / Time : Parts of date / Time Properties Window - Working with Date Options - Working with Time Options-Working with Time Zone Option.

#### **Unit - III**

Working with desktop : How to open an icon? - Arranging & Lining up icons - What is 'arrange icons'? - Arrange Icons : Methods involved in Arranging Icons - Line up Icons - What is line up Icons? - Wallpapers - What is wallpapers? - Creating a wallpapers - Setting up a Wallpapers - To change the Wallpapers - To insert the Wallpapers. Setting up Wallpapers and Screen Saver: Wallpapers - Setting a Wallpapers - Screen Saver - Setting a Screen Saver. Changing Icons : Inserting the picture from the existing icon picture file - Creating and inserting a new icon picture for an application - Selecting the newly created icon for the application.

#### **Unit - IV**

Window Application : Creating Application Shortcuts - Working with creating an application shortcut, Notepad : Keyboard an overview - What is a Notepad? - Steps to open a Notepad - Part of a Notepad Window - Functions with Notepad - Typing in Notepad. Recalling keyboards : Spacebar - Style of typing - Typing a paragraph - Tab Key - Enter Key - Function of Enter key - Arrow Keys - Correcting the mistake. Saving the documents : Procedure to save an existing documents - Opening an existing file - Closing Notepad Window - Other features of notepad.

#### **Unit - V**

Text Editing : Edit Menu - Working with cut option - Working with copy option - Paste Option - Delete Option - Working with select all - Working with Time / Date - Working with word wrap - Working with set font. Search & Printouts : Working with search menu - What is search? Working with search menu option - Find what - Direction Window - Match Case - Print Outs.

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## **PAPER II - Practical I - MS Windows and its Applications**

### **MS Windows - List of Problems**

1. Hide the Windows taskbar and bring back the taskbar again in the desktop.
2. To cascade windows
  - a) Open MS Paint Window
  - b) Open Notepad Window Open
  - c) MS Paint Window
  - d) Cascade all the opened windows vertically
  - e) Minimize all the windows
3.
  - a) Change your windows time and date as 11.30 a.m. and 01.07.2010.
  - b) Set screensaver (wait time 1 min)
4.
  - a) Change your desktop background
  - b) Change MS Paint Icon

### **Notepad - List of Problems**

5. Create a Notepad shortcut on the desktop and open the application.
6. Type your School Name and address in Notepad and save document in your desktop folder name as Exam.
7. Type any paragraph from your computer text book and edit the text using backspace and delete key.
8. Prepare an Invitation card to invite your friends for your Birthday party using style of typing (Lower case, Upper case, Sentence case, Title case)
9. Type about yourself and do the following options
  - a) Cut and paste the text
  - b) Copy and paste the text
10. Type about your school and do the following option
  - a) Find & Replace (with match case option)
  - b) Insert the current date and time in your application.



## PAPER III - Computer Fundamentals

### WINDOWS

1. a. Place the taskbar at any corner of the desktop  
b. Get all the icons present in the desktop on the taskbar  
c. Reset the taskbar  
d. Open any five applications one by one and cascade all the opened windows vertically  
e. set current Date and Time
2. a. Change the desktop image and Screen saver using Properties option  
b. Arrange the icons by type  
c. Arrange all the icons in a line.  
d. Change the icon of "My Documents"  
e. Create New icon for an application

### NOTEPAD

3.

God cannot reech everywhere  
So he created mothers on the earth  
Mother is the best gift from God

The most beautiful person on the earth  
Always follow the advice of your parents

- a. Use Caps Lock key, Shift Key, Backspace Key, Delete Key to modify the text
- b. To correct the spelling of "reech" delete extra 'e' and type 'a' in place of it
- c. Use Backspace key to Delete extra 'l' in the word "beautiful"
- d. Highlight (Select) the word "parents" and retype in capital letter. e. Type "Wonderful" in place of "beautiful". Save the file.

4.

My Loving Mom,  
I am fine here. I enjoyed my picnic in "vegland" along with my friends.  
We had lots of fun and enjoyment. There were different types of swings and games. We also played with micky Mouse and donald Duck.

With due regards Your  
name.



- a. Type the above given text as such in Notepad and save it in a file and close.
- b. Open the same file again.
- c. Do the following corrections:
  - >> Insert a letter 'a' in the word "veglan" before the letter 'l'. >>
  - Change the case of micky and donald as Micky and Donald.
- d. Type your name in the end of the text and make it Bold and Italic

5. Use Special Keys, Number Keys

- a. Type the given equation :

$$\{(3a*4a)-(6/3*2a)+(2^3/2)\}$$

- b. Use the Tab key after typing each word:

Name	Age	Class	School
------	-----	-------	--------

- c.

GOOD MANNERS

Always wish your elders

NEVER HURT ANYONE

Be kind and helpful to others

Be honest with everyone

Always speak softly

1. Use Caps Lock wherever necessary.
2. Cut the second line and Paste it as last line
3. Copy the fifth line "Always speak..." and Paste it as first line
4. Undo the previous option
5. Set date and time and Save the file
6. Design a Birthday Card for your friend using all the text formatting options

