



Swoddharak Vidyarthisantha's

Dadasaheb Rawal College, Dondaicha

Dadasaheb Rawal Knowledge city, Mandal road, Dondaicha, Dist. Dhule. (M.S.) Pin-425408.

Phone: - 02566-299346.

Affiliated to K. B. C. North Maharashtra University, Jalgaon

NAAC - Accredited 'A' grade (C.G.P.A. 3.30)

Email: - sysasc@rediffmail.com web: <http://www.dadasahebrawalcollege.ac.in>

Department of Computer Science

Prospect 2018-19

Add-on Course

“Basic Course on Computer”

Feature:

Now a days, learning the basics of the computer is necessary in this technology world, because some works can't be done without a computer. We offer the basic computer courses for beginners and gives the best support for non-technical persons. It helps students to be expert in using computers.

Course Duration:

Duration of the course is only 30 Hours. (2Hrs/Day)

Eligibility:

Any UG/PG enrolled student of our college.

Student Intake:

30 Students.

Criteria of Certification:

Minimum 80% attendance is mandatory for both Lectures and Practical.



A. P. Chaudhari
(Coordinator)

Head

Dept. of Computer Science
Dadasaheb Rawal College
Dondaicha Dist. Dhule





Principal
Swoddharak Vidyarthi Santha's
Dadasaheb Rawal College,
Dondaicha, Dist. Dhule

	<p>Swoddharak Vidyarthisanstha's Dadasaheb Rawal College, Dondaicha Dadasaheb Rawal Knowledge city, Mandal road, Dondaicha, Dist. Dhule. (M.S.) Pin-425408. Phone: - 02566-299346. Affiliated to K. B. C. North Maharashtra University, Jalgaon NAAC- Accredited 'A' grade (CGPA. 3.30) Email: - svsasc@rediffmail.com Web: http://www.dadasahebrawalcollege.ac.in</p>
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Date: 22/08/2018

ADMISSION NOTICE
(2018-19)

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ACTING PRINCIPAL
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Dadasaheb Rawal College,
Dondaicha, Dist. Dhule.

Head
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Department of Computer Science

Add-on Course

“Basic Course on Computer”

Syllabus

(2018-19)

Objectives:

- To appropriately start up and shut down your computer
- To navigate the operating system and start applications
- To perform basic functions of file management
- To perform basic functions in a word processor and spreadsheet
- To manage print settings and print documents
- To receive and send emails
- To use a web browser to navigate the Internet.

Date	Topic	Description	Hours
10/09/2018	Basics Of Computer	Definition, Introduction to Hardware (Input /Output Devices), Introduction to Software, Operating System, etc.	2
11/09/2018 to 15/09/2018	MS-Word	Introduction to Word, Creating Word Documents, Introduction of Menu or use of Menu's, Justify Documents, Typing Notes.	8
17/09/2018 to 21/09/2018	MS-Excel	Introduction to ExcelSheet, Creating sheet, Introduction of Menu or use of Menu's, Print Excel sheet (Salary Sheet).	8
22/09/2018 to 26/09/2018	MS-PowerPoint	Introduction PowerPoint Presentation, Creating PPT's, Introduction of Menu or use of Menu's	8
27/09/2018 to 28/09/2018	Internet	Creation of email, Sending mail, Receiving Mail, Searching Information on browsers, Downloading Information.	4



(Signature)

Head

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Add-on Course

“Basic Course on Computer”

Time Table

(2018-19)

Duration	Time
10/09/2018 to 28/09/2018 (15 Days)	08:00am to 10:00am

A. P. Chaudhari
(Coordinator)



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Dept. of Computer Science
Dadasaheb Rawal College
Dondaicha Dist. Dhule

S.V.S'.S Dadasaheb Rawal College, Dondaicha

Department of Computer Science Certificate Course in Basic of Computer

Question Paper (Session 2018-19)

Marks 20

- 1) What is the full form of CPU?
 - a) Computer Processing Unit
 - b) Computer Principle Unit
 - c) Central Processing Unit
 - d) Control Processing Unit
- 2) Which of following is the smallest unit of data in a computer?
 - a) Bit
 - b) KB
 - c) Nibble
 - d) Byte
- 3) Which can be used for quick access to commonly used commands and tools?
 - a) Status bar
 - b) Tool bar
 - c) Menu bar
 - d) Title bar
- 4) Ctrl + N is used to
 - a) Save Document
 - b) Open Document
 - c) New Document
 - d) Close Document
- 5) What is the Shortcut key to replace a data with another in sheet?
 - a) Ctrl+ R
 - b) Ctrl + shift + R
 - c) Ctrl+ H
 - d) Ctrl+ F
- 6) How do you display current date only in MS Excel?
 - a) Date ()
 - b) Today ()
 - c) Now ()
 - d) Time ()
- 7) What is Microsoft PowerPoint?
 - a) Spreadsheet Program
 - b) Presentation Program
 - c) Database Program
 - d) All of the above
- 8) Which of the following is the file extension of power point application
 - a) .ppt
 - b) .jpg
 - c) .html
 - d) .docs
- 9) Components required for video conferencing
 - a) Computer
 - b) Webcam
 - c) Microphone
 - d) All of the Above
- 10) The abbreviation for HTTP.
 - a) Hyper Text Transfer Protocol
 - b) Hyper Transmit Transfer Protocol
 - c) Hyper Tech Transfer Protocol
 - d) Hyper Text Telnet Protocol
- 11) Who is the father of Computers?
 - a) James Gosling
 - b) Charles Babbage
 - c) Dennis Ritchie
 - d) Bjarne Stroustrup
- 12) Which of the following is known as the language made up of binary-coded instructions?
 - a) High level
 - b) BASIC
 - c) C
 - d) Machine

- 13) Which of the following type of computer is mostly used for automatic operations?
a) analog b) digital c) hybrid d) remote
- 14) The interconnection of networks all across the world is known as
(a) Communication (b) Internet (c) Web page (d) Ethernet
- 15) The concept of the internet was originated in
(a) 1970 (b) 1969 (c) 1971 (d) 1981
- 16) The origin of the internet was developed from the concept of
(a) Microsoft (b) IBM (c) ARPANET (d) Web
- 17) What is the major use of internet?
(a) Sharing data and information (b) Browsing webpages
(c) Sending and receiving emails (d) All of the above
- 18) Each computer on a network is recognized by a unique
(a) IP address (b) HTTP (c) HTTPS (d) www
- 19) A computer communicates with other computers on the internet through
(a) IP (b) TCP/IP (c) HTTPS (d) Web browser
- 20) A set of rules followed by each computer present on a network is called
(a) Web (b) HTTP (c) Domain (d) Protocol