

	<p>Swoddharak Vidyarthisanstha's <b>Dadasaheb Rawal College, Dondaicha</b> 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: - <a href="mailto:svsasc@rediffmail.com">svsasc@rediffmail.com</a> Web: <a href="http://www.dadasahebrawalcollege.ac.in">http://www.dadasahebrawalcollege.ac.in</a></p>
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## Department of Computer Science

Prospect 2019-20

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**



  
**ACTING PRINCIPAL**  
**Swoddharak Vidyarthi Santha's**  
**Dadasaheb Rawal College,**  
**Dondaicha, Dist. Dhule**



Swaddharak Vidyarthisanstha's

## Dadasaheb Rawal College, Dondaicha

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Email: - [sysase@rediffmail.com](mailto:sysase@rediffmail.com) web: <http://www.dadasahebrawalcollege.ac.in>

Date: 25/08/2019

### ADMISSION NOTICE

(2019-20)

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### Department of Computer Science

#### Add-on Course

### "Basic Course on Computer"

#### Syllabus

(2019-20)

#### 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
09/09/2019	Basics Of Computer	Definition, Introduction to Hardware (Input /Output Devices), Introduction to Software, Operating System, etc.	2
11/09/2019 to 14/09/2019	MS-Word	Introduction to Word, Creating Word Documents, Introduction of Menu or use of Menu's, Justify Documents, Typing Notes.	8
16/09/2019 to 19/09/2019	MS-Excel	Introduction to ExcelSheet, Creating sheet, Introduction of Menu or use of Menu's, Print Excel sheet (Salary Sheet).	8
20/09/2019 to 24/09/2019	MS-PowerPoint	Introduction PowerPoint Presentation, Creating PPT's, Introduction of Menu or use of Menu's	8
25/09/2019 to 26/09/2019	Internet	Creation of email, Sending mail, Receiving Mail, Searching Information on browsers, Downloading Information.	4



*A. Chauthani*  
Head

Dept. of Computer Science  
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**Department of Computer Science**  
**Add-on Course**  
**“Basic Course on Computer”**

**Time Table**  
**(2019-20)**

<b>Duration</b>	<b>Time</b>
09/09/2019 to 26/09/2019 (15 Days)	08:00am to 10:00am



A. P. Chaudhari  
(Coordinator)



**Head**  
**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 2019-20)

Marks 20

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- 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