

FACULTY OF EDUCATION

Semester-I

Course Title: Understanding ICT and Its Application-I

Course Category: EPC

Course Code: EDB 1083

Max. Marks: 60

Credits – 3

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0	0	3

Objectives of the Course:

- To explain the concept of ICT in education.
- To develop skills in using Computer for Education.
- To develop skills in using properties of Computer.
- To develop skills in using MS Word applications for Education.
- To develop skills in installing Software.

Course Content:(Practicum Activities)

ICT Fundamental & MS- Word

- Computer Fundamental Instructions on operating the Computer
- Connecting of all peripherals to CPU for a system
- Switching on/off/restart
- Inserting/removing a CD/DVD from the CD/DVD-ROM drive
- Running a file from a CD/DVD-ROM using CD/DVD-ROM drive
- Copying files from one drive to another
- Creating a new folder
- Connecting the printer and print out hard copies
- Using elementary job commands like – creating, saving, modifying, renaming, finding and deleting a file, creating and operating on a folder.
- Introduction to all properties such as changing settings like, date, time, calculator, color (back ground and fore ground)
- Installing a computer system by giving connection and loading the system software and application software and various sources to install software
- MS- word - Menus & Command
- MS- word - Toolbars & Buttons
- MS- word - Shortcut Menus,
- MS- word -Creating a new Document, Saving and Opening documents in Word
- MS- word -Selecting, Inserting, Deleting, Moving Text,
- MS- word -Previewing documents Different page views and layouts
- MS- word -Working with – Styles, Text attributes
- MS- word - Paragraph and Page Formatting
- MS- word -Text Editing using various features- Bullets,
- MS- word – Numbering

- MS- word - Formatting Documents
- MS- word -Paragraph formats
- MS- word -Aligning Text and Paragraph,
- MS- word -Borders and Shading
- MS- word -Headers and Footers
- MS- word -Multiple Columns

- MS- word -Find and Replace
- MS- word -Checking the Grammar and Spelling
- MS- word -Formatting via find and replace,
- MS- word -tables and charts,
- MS- word -Printing and Various Print options

References

- Cox, J. & Urban, P. (1999). Quick Courses in Microsoft Office, New Delhi: Galgotia Publications.
- Jain, Satish. (1990). Introduction to Computer Science and Basic Programming, New Delhi: Prentice Hall of India.
- Saxena, S. (1998). A first Course in Computer, New Delhi: Vikas Publications.
- Sinha, P.K. (1990). Computer Fundamentals, New Delhi: BPB Publications.
- Tanenbaum, A.S. (1998). Computer Networks, New Delhi: Prentice-Hall of India.
- Intel (2003). Intel Innovation in Education, New Delhi: Student Work Book.
- Rajasekar, S. (2010). *Computers in Education*. ND: Neelkamal Publications Pvt. Ltd.

Understanding ICT and Its Application-II

EPC:-Understanding ICT and Its Application

Credit - 03

MM 50

Learning Outcomes: After completion of this course the students will able:

- To explain the concept of ICT in education.
- To develop skills in using MS Word applications for Education.
- To develop skills in using MS Excel applications for Education.
- To develop skills in using MS Power Point applications for Education.
- To use internet efficiently to access information and communicate with others.
- To understand the applications of E-learning in Education.

Practical Activities:

ICT Fundamental, Internet and Multimedia

1. **MS- Windows:** Managing Files, Folders, Renaming Files and Folders, Creating New Folders, Searching Files and Folders, Renaming, deleting files and folders Copying and Moving Files and Folders from one drive to another.
2. Using elementary job commands like – creating, saving, modifying, renaming, finding and deleting a file , creating and operating on a folder.
3. Introduction to all properties such as changing settings like, date, time, calculator, color (back ground and fore ground)
4. Installing a computer system by giving connection and loading the system software and application software and various sources to install software

Unit - II MS Office

a) **MS- word** -Menus & Command, Toolbars & Buttons; Shortcut Menus, Wizards & Templates; Creating a new Document, Saving and Opening documents in Word; Selecting, Inserting, Deleting, Moving Text, Previewing documents Different page views and layouts; Applying various text Enhancements, Working with – Styles, Text attributes, Paragraph and Page Formatting; Text Editing using various features; Bullets, Numbering, Formatting Documents: Paragraph formats, Aligning Text and Paragraph, Borders and Shading, Headers and Footers, Multiple Columns Advanced Features of MS Word: Find and Replace, Checking the Grammar and Spelling, Formatting via find and replace, tables and charts, Printing and Various Print options

b) **MS-Excel** -Concepts of Workbook & Worksheets; Various Data Types; using different features with data, Cell and Texts; Inserting, Removing & Resizing of Columns & Rows; Working with Data and

Ranges; entering data into worksheet, heading information, data, text, dates, alphanumeric, values, saving & quitting worksheet, Opening and moving around in an existing worksheet, Toolbars and menu, keyboard shortcuts, Working with single and multiple workbook-coping, renaming, moving, adding and deleting, coping entries and moving between workbooks, Different Views of Worksheets; Column Freezing, Labels, Hiding, Splitting etc., Using different features with Data and Text; Use of Formulas, Calculations and Functions; Cell Formatting including Borders & Shading; Working with Different Chart Types; Printing of Working & Worksheets with various options.

c) **MS-Power Point** -Creating new presentations; working with Presentation; Using Templates and Wizards; Slides & it's different views; Inserting, Deleting and Copying of Slides, Working with Notes, Handouts, Columns and Lists; Adding Graphics, Animation, Sound and Movies to a Slide; Working with PowerPoint Objects; Designing & Presentation of a Slide Show, Printing Presentations, Notes, Handouts with print options.

SUGGESTED READINGS

- Cox, J. & Urban, P. (1999). Quick Courses in Microsoft Office, New Delhi: Galgotia Publications.
- Jain, Satish. (1990). Introduction to Computer Science and Basic Programming, New Delhi: Prentice Hall of India.
- Saxena, S. (1998). A first Course in Computer, New Delhi: Vikas Publications.
- Sinha, P.K. (1990). Computer Fundamentals, New Delhi: BPB Publications.
- Tanenbaum, A.S. (1998). Computer Networks, New Delhi: Prentice-Hall of India.
- Intel (2003). Intel Innovation in Education, New Delhi: Student Work Book.
- Rajasekar, S. (2010). *Computers in Education*. ND: Neelkamal Publications Pvt. Ltd.

1. Identify and list functions of various components and peripherals of given computer.

2. Exercises on entering text and data (Typing Practice)

3. Features of Windows as an operating system:

a) Start , shutdown and restore

b) Creating and operating on the icons

c) Opening, closing and resizing the windows

d) Using elementary job commands like – creating, saving, modifying, renaming, finding and deleting a file , creating and operating on a folder

e) Introduction to all properties such as changing settings like, date, time, calculator, colour (back ground and fore ground)

f) Using short cuts

5 Installing a computer system by giving connection and loading the system software and application software and various sources to install software

6. Word Processing (MS Office/Open Office)

a) File Management:

Opening, creating and saving a document, locating files, copying contents in some different file(s)

b) Editing a document:

Entering text, cut, copy, paste using toolbars

Use of spell check

PDF file and its conversion in different file formats (MS Word/Excel etc.)

Scanning, editing and printing of a document

c) Formatting a document:

Using different fonts, changing font size and colour, changing the appearance through bold/ italic/ underlined, highlighting a text, changing case, using subscript and superscript, using different

underline methods

Aligning of text in a document, justification of document

,Inserting bullets and numbering

Formatting paragraph, inserting page breaks and column breaks,
line spacing

_ Use of headers, footers, inserting footnote, end note, use of
comments

_ Inserting date, time, special symbols, importing graphic images,
drawing tools

d) Tables and Borders:

_ Creating a table, formatting cells, use of different border styles,
shading in tables, merging of cells, partition of cells, inserting and
deleting a row in a table

_ How to change docx file to doc file

_ Print preview, zoom, page set up, printing options

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Credits: 01 Semester I L–T–P: 0–0–2

Course Curriculum (Session 2015-16)

[Diploma in Engineering]

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_ Using Find, Replace options

7. Power Point Presentation (MS Office/Open Office)

Introduction to PowerPoint

_ How to start PowerPoint

_ Working environment: concept of toolbars, slide layout, templates
etc.

_ Opening a new/existing presentation

_ Different views for viewing slides in a presentation: normal, slide
sorter etc.

Addition, deletion and saving of slides

Insertion of multimedia elements

_ Adding text boxes, importing pictures, tables and charts etc.

Formatting slides

_ Text formatting, changing slide layout, changing slide colour scheme

_ Changing background, Applying design template

How to view the slide show?

_ Viewing the presentation using slide navigator, Slide transition

_ Animation effects etc.

8. Antivirus

_ What is virus and its types

_ Problems due to virus

_ Installation and updation of antivirus (anyone out of Kaspersky,
Mcafee, Norton, Quickheal).

_ How to scan and remove the virus

9. Internet and its Applications

Log-in to internet, introduction to search engine, Browsing and down
loading of information from internet

Creating e-Mail Account

_ Log in to e-mail account and Log out from e-mail account

Managing e-Mail

_ Creating a message

_ Sending, receiving and forwarding a message

_ Attaching a file

_ Deleting a message