Department of Higher Education, Government of M.P.
Semester wise syllabus for under graduate classes
As recommended by central board of studies and Approved by HE the Governor of M.P. With effect from: Session Session **2018-2019**

Class	-	**B.A./B.Sc./B.Com./B.H.Sc.**
Subject	-	**Foundation Course**
Paper	-	**Paper-II**
Paper Title	-	**Basics of Computer & Information Technology - II**
Semester	-	**Sixth (VI)**

Max. Marks : 42

Unit-I: PowerPoint-I

- Creating presentation using Slide master and Template in various Themes & Variants.
- Working with slides: New slide, move, copy, delete, duplicate, slide layouts, Presentation views.
- Format Menu: Font, Paragraph, Drawing & Editing.
- Printing presentation: Print slides, notes, handouts and outlines.
- Saving presentation in different file formats.

Unit-II: PowerPoint-II

- Idea of SmartArt graphics, inserting text/data using SmartArt, Converting old style presentation into new style through SmartArt.
- Inserting objects (Video, Audio, Symbol, Equation, etc.), table & excel sheets, picture, chart, photo album, shapes and SmartArt; Trimming of audio/videos.
- Connecting slides through hyperlink and action button.
- Slide sorter, slide transition and animation effects.
- Presenting the slide show: Setup Slide Show, Rehearse Timing.

Unit-III: MS Excel

- Workbook & Worksheet Fundamentals: Concept of Row, Column & Cell; Creating a new workbook through blank & template.
- Working with worksheet: Entering data into worksheet (General, Number, Currency, Date, Time, Text, Accounting, etc); Renaming, Copying, Inserting, deleting & protecting worksheet.
- Working with Row & Column (Inserting, Deleting, Pasting, Resizing & Hiding), Cell & Cell formatting, Concept of Range.
- Charts: Preparing & editing different types of Charts, Inserting trendline, Backward & forward forecasting.
- Working with formulas: Formula bar; Types of functions; Syntax & uses of the following functions: SUM, TOTAL, COUNT, AVERAGE, MAX, MIN, ROUND & IF.

Unit-IV: Internet & Web Services

- Internet: World Wide Web, Dial-up connectivity, leased line, VSAT, Broad band, WiFi, URL, Domain name, Web Browser (Internet Explorer, Firefox, Google Chrome, Opera, UC browser, etc.); Search Engine (Google, Bing, Ask, etc.); Website: Static & Dynamic; Difference between Website & Portal.
- E-mail: Account Opening, Sending & Receiving Mails, Managing Contacts & Folders.
- Basics of Networking: Types of Networks (LAN, WAN, MAN); Network Topologies (Star, Ring, Bus, Hybrid).
- Elementary idea of - Cloud Computing & Office Web Apps, Mobile Computing & Mobile Apps.

Unit-V: Cyber Ethics, Security & Privacy

- Email, Internet & Social Networking Ethics
- Types of viruses & antivirus
- Computer security issues & its protection through Firewall & antivirus
- Cyber Policies, Intellectual Property Rights (IPR), Violation of Copyright & Redressal.
- Making secured online transactions.