

Dr Y S Parmar University of Horticulture & Forestry
Nauni Solan (HP) 173230 (INDIA)

COM-511 / FOR-511: Computer Application and Information Technology (1+1)

Theory:

Introduction to computers - characteristics of computer, hardware, software, Types of computer - Mainframe, Minicomputer, Microcomputer and super computer. Operating System, type of operating system, functions of operating system. Introduction to word processing. Data communication, Transmission Media, Computer Network, Network topologies and network devices, LAN, MAN, WAN and Internet. Introduction to Spreadsheets. Introduction to computer security. Introduction to database, basic database terms, logical and physical database concepts, Relational Database Model and Introduction to Structured Query Language (SQL).

Practical:

Working with MS-WINDOWS Operating System. Word processing using MS WORD: Creation of document, editing, formatting, page setup, table and printing. Spread sheets using MS-EXCEL: Creation of worksheet, editing, formatting, use of formulae and functions, printing and creation of graphs. Database using MS-ACCESS: creation of database, data entry, data editing, query language and creation of reports.



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