

GUJARAT TECHNOLOGICAL UNIVERSITY (GTU)

I – SEMESTER

Course Title: Basic of Computer

(Course Code: 1313405)

Diploma Programme in which this course is offered	Semester in which offered
Mechanical (Manufacturing Technology)	First Semester

Module.	Topics	Hours
Module 1	Computer and its peripherals 1.1 Computer and its definition 1.2 Components: Monitor CPU, Mouse, RAM, Hard Disk, Key Board 1.3 Awareness use of peripherals printers 1.4 Awareness of OS	4 h
Module 2	Basics of MS Word 2.1 Opening a new document 2.2 Home options- Insert options – Design – Page Layout- Saving a document 2.3 Exercises	4 h
Module 3	Basics of MS Excel 3.1 Opening a new document 3.2 Home options- Insert options – Page Layout- Formulas-Saving a document 3.3 Exercises	4 h
Module 4	Basics of MS PowerPoint 4.1 Opening a new document 4.2 Home options- Insert options – Design- Transitions- Animations –Slide show 4.3 Preparing presentation 4.4 Saving presentation 4.5 Exercises	6 h
Module 5	Internet 5.1 Internet Definition 5.2 Search Engines 5.3 World Wide Web 5.4 Different E-mail Services-Outlook-Yahoo-Rediff-Gmail 5.5 Opening an account for E mail 5.6 Composing and sending of Mails 5.7 Attaching Documents to mails 5.8 Sending receiving and storage of mails	6 h