# Government Degree College, Baramulla

Semester: 1<sup>st</sup>                                                                     Major/Minor1

## Subject: Information Technology

Title: Basics of Information Technology                          Code: BIT22S102
Credit:  04 (Theory 02 + Practical 02)                          Contact Hours: 32 (Th) + 64 (Pr)

*Objectives:*

• *To provide basic concept of internet, computer networks*

• *To impart knowledge related to word processing, spreadsheet and presentation in detail.*

**UNIT 1 (Office Automation and Tools - I)**

**Understanding word processing:** Word Processing Basics, opening and closing of document, text creation and manipulation, formatting of text, table handling, spell check, language setting, thesaurus, printing of word document

**Making small presentations:** Basics of presentation, creating presentations, preparation and presentation of slides, slide show, taking printouts of presentations /handouts.

Concept of writing emails, sending, searching. Different file formats and conversions.

**Unit II (Office Automation and Tools - II)**

**Using spreadsheet**: Basics of spreadsheet, manipulation of cells, formulas and functions, editing of spreadsheet, printing of spreadsheet.

**Using Access**, RDBMS concepts: DDL, DML, DCL, creating databases, creating tables, manipulating tables (Update, Alter, Manipulate)

*Note: UNIT I and II purely based on practical's*

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*References:*

1. Mansfield Ron, "Working in Microsoft Office", Tata McGraw Hills.
2. Perry G, "MS Office2007", Pearson Education.