
COMPUTER BASICS AND MULTIMEDIA – IRC 6

Semester - 1

COMPUTER BASICS AND MULTIMEDIA – IRC 6A:

(Credits: Theory-01 + Practical 02)

Marks: ⁵⁰~~75~~ (ESE: 3 Hrs) = ⁵⁰~~75~~

Pass Marks: Th (ESE) = ~~28~~ ²⁰

Instruction to Question Setter for

End Semester Examination (ESE 75 marks):

There will be two group of questions. Group A is compulsory which will contain three questions. Question No.1 will be very short answer type consisting of five questions of 1 mark each. Question No.2 & 3 will be short answer type of 5 marks. Group B will contain descriptive type six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

Course Content:

UNIT- I Introduction to Computer System

Basic Computer Concept Computer Organisation, Windows OS: Windows XP Vs Windows7

UNIT-II Microsoft Office 2016-I

MS Word-Tools, menu Bar, Insert, Design, Layout, References, Mailing, Review, View

UNIT-III Microsoft Office 2016-II

MS Excel, MS PowerPoint - Tools, menu Bar, Insert, Design, Layout, References, Mailing, Review, View

UNIT-IV Internet & its usage

COMPUTER BASICS AND MULTIMEDIA PRACTICAL- IRC 6A LAB:Marks: Pr (ESE: 3Hrs) = ~~20~~ 50Pass Marks: Pr (ESE) = ~~10~~ 20***Instruction to Question Setter for******End Semester Examination (ESE):***

There will be one Practical Examination of 3Hrs duration. Evaluation of Practical Examination may be as per the following guidelines:

<i>Experiment/Activities</i>	= 15 40 marks
<i>Practical record notebook</i>	= 05 marks
<i>Viva-voce</i>	= 05 marks

PRACTICALS:**60 Lectures**

1. Create a Visiting Card of your college using page size as follows a) Page width="3.2" b) Page height="2.2"
 2. Write a leave letter to the Principal by using different alignments, correct formats in MS Word
 3. Mail Merge in MS Word
 4. creating different types of charts
 5. create different types of power point presentation
-