Bachelor of Business Administration (B.B.A)

Teacher name: Dr Surjeet, Paper 6 Semester 1st

November 2020

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| Computer Fundamentals : What is a computer? Components of a computer system. Classification of computers. Types of computers. Brief history of evolution of computer and generation of computers.Computer hardware and software. Input/Output devices. |

December 2020

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| DOS: Elementary knowledge of DOS commands DIR, CLS, DATE, TIME, MD, CD, RD, RENAME, DEL, BACKUP, RESTORE, COPY, SCANDISK, CHKDSK.Windows: Difference between windows and DOS. Basic Features – Date, Time, Time Zone, Display, Screen saver, Fonts, Mouse, and mouse pointers. Using accessories such as calculator, paint brush, CD player, etc.Use of Windows Explorer for moving and copying files. |

January2021

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| Introduction to MS-Office and its integrated nature.MS-Word: Starting Word, new documents, entering text, changing text, aligning, underlining, and justifying text. Tables – creation, adding rows and columns, splitting, and combining cells, Borders. Saving, closing, and operating documents. Adding headers and footers. |

February 2021

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| Power Point (Presentation software): Basic concept of presentation software, standard toolbar, formatting toolbar, and drawing toolbars in PowerPoint and their use. Creating and opening a presentation. Use of slide sorter, adding header/footer. Use of animation features. Inserting pictures, resizing pictures. Inserting organization chart. Use of auto content wizard. |