सिद्धार्थ विश्वविद्यालय, कपिलवस्तु, सिद्धार्थनगर

Syllabus of Pre-Ph.D. Course Work

Subject: Computer Application

Paper-II :   Basic Computer Application

Unit-One
> Computer Fundamentals,
> What is Desktop PC System?
> Working of a Monitor,
> Keyboard,
> Mouse,
> Hard Disk,
> Compact Disk and Printer

Unit-Two
> Working with the Control Panel
> Customize your Desk top
> Working with files and folders

Unit-Three
> Features of MS-Word
> Working with MS-Word, Formatting documents and texts

Unit-Four
> Introduction to Excel and Power Point Presentation

Unit-Five
> Working on Internet and e-mail