

## FIRST YEAR

<b>Computer Science</b>	U103
<b>Prerequisite : None</b>	(2-1-0-2)

**Introduction:** Development of Computers. Computer Components. Microsoft **Windows:** User Interface, Turn off Computer, Control with Windows, Quick menu of Desk Top, Making and delete Folders, Menu of right – click of Folders, Control Panel, Menu of right – click of Task bar, Additional. **Microsoft Office:** Start and exit, Define menu, Tools Bar, Make and save file, view File, Format texts, Insert Symbols and Numbers, Insert Pictures, Make tables, Page Setup, Documents Print.

**Practical Part:** Introduction. Application of Microsoft Windows. Application of Microsoft Office.