M.Sc. Botany Hons. (Semester–II)

BOT C525 Computer Applications, Networking and Internet

Total Marks : 50
Theory Marks: 40
Theory Internal Assessment M: 10

Time for Examination: 3 Hours

Instructions for paper setters: The question paper will consist of three sections. Candidate will be required to attempt all the sections.

Section A (10 Marks) : It will consist of one question having ten parts. Candidates will be required to attempt all the parts, each part carrying one mark. Answer to any part should not exceed four lines.

Section B (15 Marks) : It will consist of seven questions. Candidates will be required to attempt five questions, each question carrying three marks. Answer to any of the questions should not exceed two pages.

Section C (15 Marks) : It will consist of five questions. Candidates will be required to attempt three questions, each question carrying five marks. Answer to any of the questions should not exceed four pages.

Networking and Internets

1. **Network:** Introduction, objectives, applications, types of network (LAN, WAN, and MAN), components of network, elementary idea of Open System Interconnection (OSI) model, seven layers of OSI model, network topologies; star, ring, bus, hybrid, tree.

2. **Internet:** history of internet, development of internet, management, various services available, electronic mail, file transfer protocol (FTP), telnet, UseNet, various applications of Internet.

MS-Word

3. Overview of word processing software, creating, saving and opening a new file in MS-Word, various formatting tools, paragraphs and sections, indents and outdents, creating lists and numbering, types of lists, Headings, styles, fonts and font size.

4. Editing, positioning and viewing texts, Finding and replacing text, inserting page breaks, page numbers, book marks, symbols and dates, Inserting header, footer. Printing the file, inserting table in the file, various features of a table, inserting pictures.

5. Using mail merge, printing labels through mail merge

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MS-Excel

6. **Worksheet:** Introduction to worksheet, worksheet basics, building a worksheet, moving within worksheet, entering data into worksheet, heading information, text data, alphanumeric values, saving & quitting worksheet, opening and moving around in an exiting worksheet, use of cursor keys, correcting mistakes, labelling saving, retrieving and modifying worksheet, protecting worksheet, toolbars and menus.

7. **Working with Formulae:** cell referencing, use of formulae, auto sum, copying formulae, absolute & relative addressing, working with ranges- creating , editing and selecting ranges, Formatting of Worksheet: auto format, changing–alignment, character styles, column width, date format, borders & colours.

8. **Previewing & Printing Worksheet:** page setting, print titles, adjusting margins, page break, headers and footers. Graphs and Charts: using wizards, various charts type, formatting grid lines & legends, previewing & printing charts.

9. **Database:** Creation, sorting, query & filtering a database, Functions: Database, date and time, mathematical and trigonometry, statistical, text and logical functions. What-if analysis.

MS–Power Point

10. Introduction to MS Power Point, presentation overview, power point elements, exploring power point Menu, entering information, presentation creation.

11. Opening and saving presentation, slide view, slide sorter view,. Notes view, outline view, Printing Slides, formatting and enhancing text formatting, inserting audio and video. using templates.

Books Recommended:

1. Crumlish, C. (1996). The ABC's of the Internet. BPB Publications, New Delhi.

2. O'Leary, T. J., and O'Leary, L. I. (2001). Microsoft Excel 2000. Tata McGraw-Hill Publishing Company Limited, New Delhi.

3. Rutkosky (2012). Office 2007. BPB Publications, New Delhi.

4. Tanen, Baun A.S. (2008). Computer Networks. Prentice Hall of India, Delhi.