**BACHELOR OF FOOD SCIENCE & TECHNOLOGY (HONS.) (SEMESTER – II)**
**(4 YEARS COURSE)**

## FST-203 Introduction to Computers

Time: 3 Hrs.                                                              Total Marks: 60
                                                                         Theory Marks: 30
                                                                         Practical Marks: 18
                                                          Internal Assessment Marks: 12

**Instructions for the Paper Setters:**
**Theory: – Question paper will contain seven questions in all and students will be asked to attempt any four questions. All questions will carry equal marks.**

**Practical – Question Paper will be set with the mutual consent of Internal and External Examiners at the spot.**

## Theory:

## UNIT-I

**FUNDAMENTAL OF COMPUTER :** Introduction to computer, Applications of computer. Components of computer. Primary and Secondary storage. Number systems.
**INTRODUCTION TO WINDOWS :** Parts of window screen (Desktop, Window, Icons), Start menu, Taskbar, settings, application & document window, anatomy of a window (Title bar, minimize, maximize button, control box, scroll bars, scroll buttons, scroll boxes), Window explorer (expansion, collapsing of directory free, copying, moving, deleting files, folder, creating folders), About desktop icons (recycle bin, my computer, network neighbourhood, briefcase ), folder, shortcut creation, setting of screen saver, color settings , wallpaper, changing window appearance.

## UNIT-II

**MS-WORD :** Introduction to MS-word, Parts of window of word (Title bar, menu bar, status bar, ruler),Creation of new document, opening document, insert a document into another document. Page setup, margins, gutters, font properties, Alignment, page breaks, header, footer, deleting, moving replace, a filing text in document. Saving a document, spell checker, printing a document, creating a table, entering editing text in tables, changing format of table, height width of row or column Editing, deleting, rows, Columns in table . Borders, shading, Templates, Wizards Drawing objects, mail merge.

## UNIT-III

**MS-POWER POINT :** Introduction, elements of Power Point Package, starting Power Point, Exploring Power Point menus, starting a new slide, Adding Titles, Text and Art, Moving text area and resizing text box starting a slide show, saving a presentation, printing slides, opening an existing presentation, Inserting and deleting slides in a presentation, changing text and correcting error, checking spelling, adding header and footer, closing a presentation, To quit from Power Point views, slide setup, setting up slide show, setting transistors and slide timings, Automatic slide show, Formatting and Enhancing text, Slide with graph.

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**PRACTICALS:**

**WINDOW-95:**
1. Change the Background of the Desktop and also set the screen saver.
2. Create a Folder RAMAN and also create a Folder MOHAN with in the RAMAN folder.
3. Create a short cut of MS-Word on the desktop.
4. Delete some files from the MOHAN folder and also recall these files from the Recycle Bin. Empty the remaining recycle bin.
5. Copy some files from the C drive to floppy drive A using the Windows Explorer facility.

**MS-WORD:**
1. Create a document files, save it and print it.
2. Spell check the created document file.
3. Create a Table and sort the data within the table.
4. Mail Merge a inivitation to your friends.
5. Apply border to a particular paragraph and shade it 10% with Background yellow colour.

**MS-POWER POINT:**
1. Create a presentation, save it and print it.
2. Format a presentation with changing the fonts and size and selecting text style and colours.
3. Creat a graph ; add titles, axes and legends to a graph.
4. Add a Clipart picture to a chart.

**Book Recommended:**
PC Software by Rachhpal Singh & Gurinder Singh.