

ELEMENTARY COMPUTERS

DCA-107

COURSE DESIGN, PREPARATION AND REVIEW TEAM

Prof. T.K. Jain
Director,
CDOE SGVU Jaipur

Dr. Ankur Jain,
Director,
CIQA, SGVU Jaipur

Prof. P.K. Sharama
Rtd. Professor
VMOU Kota

Ms. Shikha Srivastava,
Assistant Professor,
Dept. of Computer Applications, SGVU

Dr. Ajay Vardhan
Regional Director
IGNOU Aligarh(UP)

Dr. Kriti Shrivastav
Assistant Professor
CIQA SGVU Jaipur

Dr. Aman Sharma,*
Assistant Professor,
CDOE, SGVU

Ms. Isha Sharma,
Assistant Professor,
Dept. of Computer Applications, SGVU

Dr. Ranjan Upadhyaya, Professor,
Department of Management Studies,
Vivekananda Global University, Jaipur

Ms. Sonika Katta,
Assistant Professor,
Dept. of Computer Applications, SGVU

Dr. Vijay Sharma, HOD, Centre for Rural
Empowerment and Development,
Government Engineering College, Bikaner

Mr. Satyanand Gora,
Assistant Professor,
Dept. of Computer Applications, SGVU

Dr. Vishal Goar
Dean Research
Bikaner Technical University, Bikaner .

Dr. Lata Suresh,
Director, Indian Institute of Corporate
Affairs, (Ministry of Corporate Affairs)
Gurugram

Program Coordinator

Dr. Anil Pal*,
Associate Professor
CDOE, SGVU Jaipur

Course Coordinator and editor

Dr. Sohit Agarwal ,
Associate Professor,
CDOE, SGVU, Jaipur

Acknowledgement : The persons marked with (*) are the authors

PRINT PRODUCTION

Mahendra Sharma
Assistant Registrar
SGVU Jaipur

Published in: November, 2024

ISBN (Awaited)

©SGVU. All rights reserved. No part of this work may be reproduced in any form, by mimeograph or any other means, without permission in writing from the SGVU.

Published by:

S. B. Prakashan Pvt. Ltd.

WZ-6, Lajwanti Garden, New Delhi: 110046 Tel.: (011) 28520627 | Ph.: 9625993408

Email: info@sbprakashan.com | Web.: www.sbprakashan.com

BLOCK 1 INTRODUCTION TO COMPUTERS	1
BLOCK 2 BASIC COMPUTER OPERATIONS	86
BLOCK 3 SOFTWARE APPLICATIONS	151
BLOCK 4 THE INTERNET AND COMMUNICATION	212
BLOCK 5 BASIC PROGRAMMING CONCEPTS	277

Learning Map

Course Credit- 4

Content	Course Credit	Page No
BLOCK 1 INTRODUCTION TO COMPUTERS	0.8	1
Unit 1: Basic Introduction to Computer		2
Unit 2: Components of a Computer System (Hardware & Software)		42
Unit 3: Types of Computers (Desktops, Laptops, Servers, etc.)		68
BLOCK 2 BASIC COMPUTER OPERATIONS	0.8	86
Unit 4: Understanding Input and Output Devices		87
Unit 5: Introduction to Operating Systems		103
Unit 6: Using File Management Systems		129
BLOCK 3 SOFTWARE APPLICATIONS	0.8	151
Unit 7: Introduction to Word Processing Software		152
Unit 8: Basics of Spreadsheet Software		173
Unit 9: Introduction to Presentation Software		192
BLOCK 4 THE INTERNET AND COMMUNICATION	0.8	212
Unit 10: Introduction to the Internet		213
Unit 11: Using Web Browsers and Search Engines		235
Unit 12: Email and Communication Tools		252
BLOCK 5 BASIC PROGRAMMING CONCEPTS	0.8	277
Unit 13: Introduction to Programming Languages		278
Unit 14: Writing Simple Programs (e.g., using Scratch or Python)		299
Unit 15: Introduction to Algorithms and Problem Solving		317

Prior Learning

Basic understanding of how computers work, including familiarity with operating systems, file management, and common software applications, is helpful but not required for this course. No prior experience with programming or hardware is necessary.