

एकीकृत त्रिवर्षीय पाठ्यक्रम शास्त्री / बी.ए. (संस्कृतप्राच्य) परीक्षा
प्रथम वर्ष

ख वर्ग संगणक अनुप्रयोग (Computer Application)

प्रश्न पत्र-अष्ट

पूर्णाङ्क : 40

सैद्धांतिक-प्रथम पत्र

Fundamental of computers, PC Software, Desktop Publishing & Multimedia

Unit

1. **Introduction to Computer system:** block diagram, component: motherboard processor main memory, cache memory, hard disk Input Device, Output Devices, external storage devices, floppy disk, CD ROM, DVD, USB drives.
Operating System: definition function of operating system CUI, GUI, types of operating system like single user, Multi-user, real Time, Time sharing and batch Processing Multiprocessing, multiprocessing multitasking Distributed Processing, Elementary idea of various common operating system prevalent round the world. Types of software: system software Application software
System software: operating system Utility programs: anti-virus, disk cleaning defragmentation, compression and decompression of files.
Application software: example of commercial software with brief introduction
Programming Language: low-level language Assembly language, middle level language and high level language Compiler, interpreter, Assembler, difference between compiler & interpreter
2. **MS window and MS Office**
MS window: An introduction and its features, desktop, taskbar, files & folders, start menu operation my computer, network neighborhood, recycle-bin, window explorer, creating, copying, moving and deleting files, setting wall paper, changing the mouse pointer, paint notepad, understanding the O/E features
MS word: Introduction, Advantages of word processing, Creating, Saving editing, a document selecting, deleting, Replacing text, copying text to another file, Insert, formatting text and paragraph, Using Bullets and numbering in paragraphs, Use of smart Art, Checking spelling, line spacing, Margin, space before and after paragraph, mail merge customizing the ribbon.
MS Excel: Entering information numbers, formula, Editing data in a cell Excel functions, using a range with SUM, moving and copying data, Inserting data and deleting ROW and Columns in the worksheet, using the format Cells Dialogue box, Using chart wizard to create a chart
MS Power point: Introduction to power point presentation, slide show formatting, creating a presentation inserting smart arts adding objects applying Transition Animation effects Adding tables, charts and media files.
3. **Importance and advantage of dtp, Dtp software and hardware commercial DTP, Packages, Page layout programs introduction to word processing commercial dtp packages, Difference between DTP software and word processing software**
Types of Graphics: Uses of computer graphics introduction to graphics programs, font and typefaces, types of fonts creation of fonts (photographic), anatomy of type faces printers, types of printers used in DTP ppplotter, scanner, plotters, and various of pagemaker, creating a new page, document setup Dialogue Box, paper

size, page orientation, margins Different methods of placing text and graphics in a document, Master page Story Editor, formatting of text Indent, leading Hyphenation, spelling check creating Index text wrap, position (subscript/ superscript), control palatte.

IV **Decision Support System** Importance of decision support system, limitation Charachetristics of DSS, Decesion Support and Structure of decision making Decision support and Repetitiveness of decision, DSS Users.

Expert Systems Support for decision making Phases, Support for the intelligence Phase support for the design Phase, Support for the Choice Phase Decision support and alternative concepts of decision making.

Management Information System Introduction Role of IT, MIS characteristics and application areas. Buisness and Technology Trends specialization, management by methodology, decentralization, internationalization etc.

E- banking - and its benefits Smart card E- cash , online financial services, stocktrading, e broking, e-buisness Model, do- it yourself model, made to order model ,information service model Emerging hybrid models.

V **Multimedia**

History , multimedia elements, text, Images, Sound Animation and video. Text, concept of plain text and formatted text RTF and HTML. text images, importance of graphics in multimedia, image capturing methods, scanner, digital camera, sound – sound and its effect in multimedia, Analog and digital sound, Animation, basics Principles and use of Animation, Video, basics of video, Analog and digital video.

Features of multimedia overview of multi media, multimedia software tolls multimedia Authoring Production and presentation, graphics file formats MIDI- overview, concepts structure of MIDI, MIDI devices, MIDI message

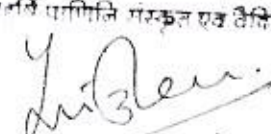
Internet meaning definations history internetprotocols, TCP/IP, FTP, HTTP, URL, Internet browsers, WWW consortiumsearchengines, Introduction to internet security terminology network security, firewall, cryptography, password, biometrics, digital siganature, digital certificate, Buisness application of internet, email, usenet, news group, telnet, intranet, extranet, e- ticketing, chatting

अनुसूचितसूची -

1. Desktop Publishing on pc- M.C.Sharma
2. Mutimedia, Computing, communication and application – Ralf Steiametz
3. Computer fundamentals by P.k. Sinha
4. Internet business models and strategies – Afuah A. & Tucci C.
5. Management Information Systems by Gerald V. Post & david L.Anderson
6. MS Office Complete Reference TMH Publication

अङ्कविभाजनम्

1. बहुविकल्पीयप्रश्ना	1 × 5 = 5
2. लघुविकल्पीयप्रश्ना	3 × 5 = 15
3. दीर्घविकल्पीयप्रश्ना	4 × 5 = 20
आन्तरिकमूल्यांकनम्	10

अध्यक्ष
विश्वविद्यालय अध्यापन विभाग
पत्रिका प्रणालि संस्कृत एवं वैदिक विश्वविद्यालय, दिल्ली


एकीकृत त्रिवर्षीय पाठ्यक्रम शास्त्री / बी.ए. (संस्कृतप्राच्य) परीक्षा
प्रथम वर्ष

ख वर्ग संगणक अनुप्रयोग (Computer Application)

प्रश्न पत्र-अष्ट प्रायोगिक

पूर्णाङ्क 50

MS-Word

1. Create a document and apply different Editing options.
2. Create Banner for your college.
3. Design a Greeting Card using Word Art for different festivals.
4. Create your Biodata and use page borders and shading.
5. Create a document and insert header and footer, page title etc.
6. Implement Mail Merge.
7. Insert a table into a document.
8. Create a document and apply different formatting options.

MS Excel

1. Design your class Time Table.
2. Prepare a Mark Sheet of your class subjects.
3. Prepare a Salary Slip of an employee.
4. Prepare a bar chart & pie chart for analysis of Election Results.
5. Prepare a generic Bill of a Super Market.
6. Work on the following exercise on a Workbook:
 - a. Copy an existing Sheet
 - b. Rename the old Sheet
 - c. Insert a new Sheet into an existing Workbook
 - d. Delete the renamed Sheet.
7. Prepare an Attendance sheet of 10 students for any 6 subjects of your syllabus.
Calculate their total attendance, total percentage of attendance of each student & average of attendance.
8. Create a worksheet on Students list of any 4 faculties and perform following database functions on it.
 - a. Sort data by Name
 - b. Filter data by Class
 - c. Subtotal of no. of students by Class.

अध्यक्ष
विश्वविद्यालय अध्यापन विभाग
महर्षि पाणिनि संस्कृत एवं वैदिक विश्वविद्यालय

MS Power Point

1. Design a presentation of your institute using auto content wizard, design template and blank presentation.
2. Design a presentation illustrating insertion of pictures, word Art and clipart.
3. Design a presentation learn how to save it in different format, copying and opening an existing presentation.
4. Design a presentation illustrating insertion of movie, animation and sound.
5. Illustrate use of custom animation and slide transition (using different effects).
6. Design a presentation using charts and tables of the marks obtained in class.
7. Illustrate use of macro in text formatting in your presentation.

PageMaker

1. Create a Greeting Card for New Year.
2. Create a Visiting Card.
3. Create your Resume.
4. Create an advertisement for job in well-known firm.
5. Create a Newspaper Report.
6. Create a document by importing Graphic Image from Clip Art.
7. Create a Wedding Card.
8. Type a document using Story Editor.
9. Input a text from Word Document into a PageMaker document.
10. Create a document on Importance of Text Wrap, applying proper font size,

अध्यक्ष
विश्वविद्यालय अध्यापन विभाग
इहं विद्यानि संस्कृत एवं वैदिक विश्वविद्यालय