

AME-110-COMPUTER FUNDAMENTALS LAB

Course Title:	Computer Fundamentals Lab	Course Code	AME-110
Semester	I Semester	Course Group	Practical
Teaching Scheme in Periods (L:T:P)	1:0:2	Credits	1.25
Methodology	Lecture + Tutorials	Total Contact Periods	45
CIE	60 Marks	SEE	40 Marks

Pre-requisite: The students should have basic knowledge of English

Pre-requisite: The students should have basic knowledge of using computer

COURSE OUTCOME

CO1	Creating and saving a document, Formatting of text in MS-WORD
CO2	Spell checking, Mail merging and Printing of Documents in MS-WORD
CO3	Creating and Saving a presentation, inserting text and pictures & Formatting the text and pictures, Slide transition and Animation effects in MS-POWER POINT
CO4	Building Worksheet & Charts In Ms-Excel and Printing Of Worksheet
CO5	Creating Database, Tables, Forms, Queries, Reports In Ms-Access

Course Contents

Unit-I: Creating, saving a document, Formatting of text in MS-WORD

Duration: 5 hours

MS_WORD - Creating and saving a document, Formatting of text

Unit-II: Spell checking, Mail merging and Printing of Documents in MS-WORD MS Word

Duration: 10 hours

MS-WORD - Spell Checking - Mail merging – Printing of Documents

Unit-III: Creating and saving a presentation in MS PowerPoint and Slide transition and Animation effects

Duration: 10 hours

MS-POWER POINT - Creating and saving a presentation - Inserting text and pictures - Formatting the text and pictures- MS-POWER POINT - Effects of slide transition - Animation effects - Slide show & views of slides

Unit-IV Building & Charts in MS-Excel and Printing Of Worksheet

Duration: 10 hours

Building Worksheets – Building Charts, Printing EXCEL Worksheet

Unit-V Creating Database, Tables, Queries, Forms, Reports & Printing

Duration: 10 hours

Creating Table, Viewing (ACCESS) – Creating Forms – Creating Queries and Viewing Database
Creating of ACCESS Reports – Printing of ACCESS Tables, Forms, Reports

Specific Learning Outcomes:

CO1: Creating and saving a document, Formatting of text in MS-WORD

- 1.1 Demonstrate starting MS word.
- 1.2 Identify the word screen elements.
- 1.3 Identify the tool bars on the screen.
- 1.4 Demonstrate loading different tool bars for their functionality.
- 1.5 Identify the drop down menus of the main menu and their functionality.
- 1.6 Demonstrate creating a sample text.
- 1.7 Demonstrate text formatting.
- 1.8 Demonstrate page formatting.
- 1.9 Demonstrate selecting, deselecting the text from menu and Copying.
- 1.10 Demonstrate importing text from other packages.

CO2: Spell checking, Mail merging and Printing of Documents in MS-WORD

- 2.1 Demonstrate search and replace of text.
- 2.2 Demonstrate spell checking.
- 2.3 Demonstrate creating tables.
- 2.4 Demonstrate mail merging of documents.
- 2.5 Demonstrate printing documents, merge printing of documents.
- 2.6 Demonstrate word procedure for importing figures, charts from other installed software.

CO2: Creating and Saving a presentation, inserting text and pictures & Formatting the text and pictures, Slide transition and Animation effects in MS-POWER POINT

- 3.1 Demonstrate starting MS Power Point.
- 3.2 Identify the opening screen elements.
- 3.3 Identify the tool bars in the opening screen.
- 3.4 Demonstrate the selection of the methods of creating a new presentation.
- 3.5 Identify the different Auto Layouts of a slide.
- 3.6 Demonstrate creating a new slide
- 3.7 Demonstrate inserting a new slide.
- 3.8 Demonstrate slide transition effects.
- 3.9 Demonstrate a slide show.
- 3.10 Demonstrate animation effects.
- 3.11 Demonstrate creating an organization chart.
- 3.12 Identify the different slide views.

CO4: Building Worksheet & Charts In Ms-Excel and Printing Of Worksheet

- 4.1 Start EXCEL from the start
- 4.2 Identify the various parts of the window.
- 4.3 Identify the tabs and groups in ribbon layout
- 4.4 Identify and customizing the quick access toolbar
- 4.5 Identify the office button and commands of the drop down menu.
- 4.6 Practice loading of the existing worksheet or create a new worksheet.
- 4.7 Practice entering into the worksheet.
- 4.8 Practice formatting the cells.
- 4.9 Practice formatting the texts in the cells.
- 4.10 Practice changing the height and width of the cells.
- 4.11 Practice freezing the rows, columns.
- 4.12 Practice splitting the screens.
- 4.13 Enter formulas into the cells.
- 4.14 Enter formulas with built in functions.
- 4.15 Create a range name for the cells for group operations.
- 4.16 Create graph for the data in the worksheet.

CO5: Creating Database, Tables, Forms, Queries, Reports In Ms-Access

- 5.1 Practice loading Ms Access from the start menu.
- 5.2 Create a database table using Database Wizard.
- 5.3 Enter data into the table.
- 5.4 Edit data in the table.
- 5.5 View data from the database.
- 5.6 Design a query.
- 5.7 View data using the query.
- 5.8 Demonstrate creating Forms.
- 5.9 View the database through Forms.
- 5.10 Practice navigating through the database through Forms.
- 5.11 Practice creating Custom Form using Forms Wizard.
- 5.12 Practice creating Reports using the Report Wizard.
- 5.13 Practice printing the tables, forms and reports.

EXERCISES

- 1. Create and save a document using MS WORD.
- 2. Format the Text document.
- 3. Change the page set-up and Insert Header/Footer.
- 4. Spell checking in the document.
- 5. Print the document.
- 6. Create main document and data file for mail merging.
- 7. Print the document with mail merging.
- 8. Create a table in the document.
- 9. Add row, column to a table.
- 10. Create and save a new presentation using MS Power Point.
- 11. Choose Auto Layout for a new slide.
- 12. Inserting text and pictures into a blank slide.
- 13. Inserting new slides into the presentation.
- 14. Applying slide transition effects.
- 15. Demonstrate a slide show.
- 16. Set animation to text and pictures in a slide.
- 17. Set the sounds, order and timing for animation.
- 18. Create and save a new work book in Excel
- 19. Operating Mouse to selecting tabs, groups, cells, group of cells
- 20. Entering and editing Data into Worksheet
- 21. Formatting the text in the cells
- 22. Formatting the numbers in the cells.
- 23. Changing the height and width of cells.
- 24. Freezing Titles, splitting screen
- 25. Enter formulae for calculation in the cells.
- 26. Copying the formula over a range of cells.
- 27. Inserting built-in functions in to the cells.
- 28. Create graphs for the data using Chart Wizard.
- 29. Practice Data Forms in Excel.
- 30. Printing of worksheet
- 31. Creating Tables using wizard in Access
- 32. Creating Tables using Design View in Access.
- 33. Entering Data into tables
- 34. Viewing the data in table.
- 35. Creating a new query using wizard.
- 36. Creating a new query using design view.
- 37. Viewing the data using a Select Query.
- 38. Updating the data in table using Update Query.

39. Linking two Tables on Relational Aspect.
40. Create forms using Form Wizard.
41. Create reports using Report Wizard.
42. Printing the tables, forms and reports

Suggested Student Activities

1. Student visits Library to refer to Manual for the specifications
2. Student inspects the available equipment in the Lab to identify the components
3. Visit nearby Industry to familiarize with fabrication techniques
4. Analyze the connections in the UPS available in the Institution facility
5. Quiz , Group discussion, Surprise test

RECOMMENDED BOOKS:

1. Teach yourself Office 2007 for Windows – Coray Sandler, Tom Badgett, Jan Weingarten, BPB Publications.
2. The ABC s of MS Office 2007– Guy Hard-Davis, BPB Publications.
3. Working in MS Office - Ran Mansfield, Tata McGraw Hill Publications.

Student E-Learning reference

1. <https://www.tutorialspoint.com/word/index.htm>
2. <https://www.tutorialspoint.com/powerpoint/index.htm>

CO-PO Mapping Matrix

	Basic and Discipline Specific Knowledge	Problem Analysis	Design/Development of Solutions	Engineering Tools, Experimentation and Testing	Engineering Practices for Society, Sustainability and Environment	Project Management	Lifelong Learning	Linked PO
CO	PO1	PO2	PO3	PO4	PO5	PO6	PO 7	PO
CO1	3	1						1,2
CO2	3	2	1					1,2,3
CO3	3	1						1,2
CO4	3	1	2	2				1,2,3,4
CO5	3	1	2	1				1,2,3,4

MODEL QUESTION PAPERS
STATE BOARD OF TECHNICAL EDUCATION & TRAINING:TS, HYDERABD
CS-110 Computer Fundamentals Lab
I-SEMESTER, MID -I MODEL PAPER

TIME: 1 hr

MARKS: 20

ANSWER ANY ONE QUESTION.

EACH QUESTION CARRIES TWENTY MARKS. 20 x 1 = 20

1. Demonstrate Starting MS word and identify the word screen elements.
2. Draw and explain the groups and commands in Home tab under ribbon in Ms word.
3. Demonstrate text formatting in Ms word.
4. Demonstrate procedure for checking of spelling and grammar using dictionaries.
5. Demonstrate paragraph formatting in Ms word.
6. Draw and explain the groups and commands in page layout tab under ribbon in Ms word.
7. Demonstrate page formatting in Ms word.
8. Demonstrate procedure for creating Mail merging process in Ms word.
9. Demonstrate creating of table and adding rows and columns to the existing table in Ms word.
10. Demonstrate finding and replacing of text & searching for a bookmark.
11. Demonstrate starting of MS Power Point and identify the opening screen elements.
12. Draw and explain the groups and commands in Home tab under ribbon in MS Power Point.
13. Demonstrate different Auto Layouts of a Slide in MS Power Point.
14. Demonstrate Slide Transition effects in Ms Power Point.
15. Demonstrate different Animation effects in Ms Power Point.
16. Draw and explain the groups and commands in Animations tab under ribbon in MS Power Point.
17. Demonstrate different Slide views in MS Power Point.
18. Draw and explain the groups and commands in Review tab under ribbon in MS Power Point.
19. Demonstrate inserting and formatting of text and pictures in MS Power Point.

MODEL QUESTION PAPERS
STATE BOARD OF TECHNICAL EDUCATION & TRAINING: TS, HYDERABAD
CS-110 Computer Fundamentals Lab
I -SEMESTER, MID -II MODEL PAPER

TIME: 1 hr

MARKS: 20

ANSWER ANY ONE QUESTION.

EACH QUESTION CARRIES TWENTY MARKS. $20 \times 1 = 20$

1. Write procedure to open Excel window and Draw and label the parts in Excel window.
2. Draw and Write about groups and commands under Formulas tab under the ribbon in MS- Excel.
3. Write procedure to format the text in the cells.
4. Write procedure to enter formulas with built in functions.
5. Write procedure for creating chart in MS-excel.
6. Write Procedure for formatting numbers in MS-Excel.
7. Write procedure for writing criteria and extract the data.
8. Write procedure for printing of a worksheet.
9. Write procedure for formatting of chart in Ms-excel.
10. Write procedure to jump to different workbooks & import worksheet from different workbook.
11. Write procedure to create a database.
12. Write procedure to create a table using design view.
13. Write procedure to create form using forms wizard.
14. Write procedure for creating reports using report wizard.
15. Write procedure for creating a Custom Form.
16. Write the procedure to create custom reports.
17. Write the procedure to print active sheet.
18. Write the procedure for Printing of reports.
19. Draw and explain the groups and commands in create tab under ribbon in Ms access.
20. Write the procedure for creating Filter by form.

MODEL QUESTION PAPERS
STATE BOARD OF TECHNICAL EDUCATION & TRAINING:TS, HYDERABD
CS-110 Computer Fundamentals Lab
I-SEMESTER, END SEMESTER MODEL PAPER

TIME: 2hr

MARKS: 40

ANSWER ANY ONE QUESTION.

EACH QUESTION CARRIES TWENTY MARKS.

20 x 1 = 20

1. Write procedure for Creating and saving a document and draw and label the different parts of opening screen elements in Ms word.
2. Draw and explain the groups and commands in Home tab under ribbon in MS Power Point.
3. Write procedure for applying sounds, order, timing and effects of animation in a presentation.
4. Write procedure for character formatting in Ms word.
5. Draw and explain the groups and commands in Home tab under ribbon in Ms word.
6. Write procedure for creating main document and data file for mail merging.
7. Write procedure for page formatting in Ms word.
8. Write procedure for checking spelling and grammar using dictionary in Ms word.
9. Write procedure for printing of document in Ms word.
10. Draw and explain the groups and commands in Animations tab under ribbon in MS Power Point.
11. Write procedure to open Excel window and Draw and label the parts in Excel window.
12. Draw and Write about groups and commands under Formulas tab under the ribbon in MS- Excel.
13. Write procedure to format the text in the cells.
14. Write procedure to enter formulas with built in functions.
15. Write procedure for creating chart in MS-excel.
16. Write Procedure for formatting numbers in MS-Excel.
17. Write procedure for writing criteria and extract the data.
18. Write procedure for printing of a worksheet.
19. Write procedure for formatting of chart in Ms-excel.
20. Write procedure to jump to different workbooks & import worksheet from different workbook.
21. Write procedure to create a database.
22. Write procedure to create a table using design view.
23. Write procedure to create form using forms wizard.
24. Write procedure for creating reports using report wizard.
25. Write procedure for creating a Custom Form.
26. Write the procedure to create custom reports.
27. Write the procedure to print active sheet.
28. Write the procedure for Printing of reports.
29. Draw and explain the groups and commands in create tab under ribbon in Ms Access.
30. Write the procedure for creating Filter by form.

Record book: 10 marks

Viva-voce: 10 marks