**SARASWATI MAHILA MAHAVIDHYALAYA, PALWAL**

**LESSON-PLAN**

**Class: B.COM 1ST YR Semester:1st Subject: Basics Of Computer-I Session: 2020-21**

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| **SR.No** | **Topic** |
| **1-20** | **UNIT-1** |
|  | Definition of Computer, Components of Computer.. |
|  | Characteristics of Computers. |
|  | Generation of computers. |
|  | Classification of Computers- According to Purpose. |
|  | According to Technology. |
|  | According to Size and Storage Capacity. |
|  | Human being VS Computer. |
|  | Difference between Computer and Calculator. |
|  | History evolution of Computers. |
| **21-40** | **UNIT-2** |
|  | Input Devices: Mouse, Keyboard, Light pen.  |
|  | Track Ball, Joystick, MICR. |
|  | Optical Mark reader and Optical Character Reader Scanners. |
|  | Voice system, Web Camera.  |
|  | Output Devices : Hard Copy Output Devices. |
|  | Line Printers, Character Printers, Chain Printers. |
|  | Dot-matrix Printers, Daisy Wheel Printer. |
|  | Laser Printers, Ink Jet Printers, Plotters. |
|  | Soft Copy device –Monitor, Sound Cards and speakers. |
| **41-55** | **UNIT-3** |
|  | Memory and Mass Storage Devices: Characteristics of Memory Systems. |
|  | Memory Hierarchy. |
|  | Types of Primary Memory; RAM and ROM.  |
|  | Secondary and Back-up,Magnetic Disks.  |
|  | Characteristics and classification of Magnetic Disks. |
|  | Optical Disks,Magnetic Taps. |
| **56-70** | **UNIT-4** |
|  | MS- Word: Fundamentals of MS-Word. |
|  | Features of MS-Word, Menus. |
|  | Formatting and Standard Toolbars, Ruler, Scroll Bar, Creating, Editing, Saving,  |
|  | Export and import files. |
|  | Inserting and copying the files, Working with frames. |
|  | Paragraph formatting, Columns, Pictures. |
|  | Tables in MS-Word,  |
|  | Macros and Mail Merge. |

**Signature-Ms.Mamta**