

Dr. B. B. HEGDE FIRST GRADE COLLEGE, KUNDAPURA



Accredited by NAAC with B++ Grade (Cycle I)
Affiliated to Mangalore University
(A Unit of Coondapur Education Society (R.), Kundapura)

Certificate Course

on

Computer Fundamentals

This is to certify that Mr./Miss NITHIN

has successfully completed Computer Fundamentals Certificate Course

with A grade during the year 2023-24

Chief Co-ordinator

Principal
Dr. B.B. Hegde First Grade College
Kundapura -576201

Prof. K. Umesh Shetty
Principal

Dr. B. B. HEGDE FIRST GRADE COLLEGE, KUNDAPURA



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Certificate Course

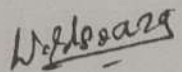
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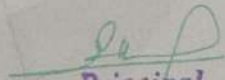
Computer Fundamentals

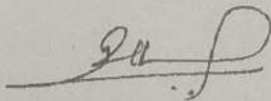
This is to certify that Mr./Miss ANUDEEPAK S Y

has successfully completed Computer Fundamentals Certificate Course

with 0 grade during the year 2023-24


Chief Co-ordinator


Principal
Dr. B.B. Hegde First Grade C
Kundapura -576201


Prof. K. Umesh Shetty
Principal

Dr. B. B. HEGDE FIRST GRADE COLLEGE, KUNDAPURA



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Certificate Course

on

Computer Fundamentals

This is to certify that Mr./Miss AKASH

has successfully completed Computer Fundamentals Certificate Course

with B+ grade during the year 2023-24

Chief Co-ordinator

Principal
Dr. B.B. Hegde First Grade College
Kundapura -576201

Prof. K. Umesh Shetty
Principal

Dr. B. B. HEGDE FIRST GRADE COLLEGE, KUNDAPURA

CERTIFICATE COURSES : 2023-24

Result Sheet

Course Name : Digital Fundamentals

Total Marks: 100

Co-ordinator: Mr. HARISH KANCHAN

Sl. No	Roll No	Name of the Student	Class	Marks Obtained	Grade Point	Alpha Sign Grade
1	BCA23002	Akash	I B.Com A	53	5	B+
2	BCM23003	Amith H.N	I B.Com A	56	6	A
3	BCM23008	Anudeepak S Y	I B.Com A	93	9	O
4	BCM23030	Manjunatha	I B.Com A	83	8	A++
5	BCM23035	Nithin	I B.Com A	63	6	A
6	BCM23041	Prasanna	I B.Com A	60	6	A
7	BCM23063	Sujan	I B.Com A	84	8	A++
8	BCM23066	Sumanth	I B.Com A	65	7	A+
9	BCA23068	Suraksha B	I B.Com A	92	9	O
10	BCM23078	Vinay	I B.Com A	91	9	O
11	BCM23083	Aniruddha	I B.Com B	97	10	O
12	BCM23113	Pahlada	I B.Com B	82	8	A++
13	BCM23146	Sumanth S Poojary	I B.Com B	86	9	O
14	BCM23152	Tejas J	I B.Com B	92	9	O
15	BCM23164	Ankitha S Shetty	I B.Com C	100	10	O
16	BCM23170	Bharath	I B.Com C	91	9	O
17	BCM23184	Manohar	I B.Com C	82	8	A++
18	BCM23185	Manoj	I B.Com C	15	2	D
19	BCM23191	Nanditha S Ganiga	I B.Com C	92	9	O
20	BCM23192	Niketha	I B.Com C	92	9	O

21	BCM23194	Prajna	I B.Com C	97	10	O
22	BCM23222	Subramanya B	I B.Com C	86	9	O
23	BCM23229	Supreetha	I B.Com C	80	8	A++
24	BCM23230	Tanuja	I B.Com C	91	9	O
25	BCM23231	Ujwal	I B.Com C	91	9	O
26	BCM23232	Ullas K	J B.Com C	52	5	B+
27	BCM23227	Suksha	I B.Com C	95	10	O
28	BCM23202	Rathan	I B.Com C	57	6	A
29	BCM23208	Shaban	I B.Com C	65	6	A
30	BBA23008	Goutham Kumar	I BBA	86	9	O
31	BBA23021	Meeru Mh Souban	I BBA	22	2	D
32	BBA23027	Nithesh	I BBA	78	8	A++

Percentage of Marks for declaration of grades:

Aggregate percentage	Grade point	Alpha sign grade	class
90% and above	9	O	First Class with Distinction
80% and above but below 90%	8	A++	
70% and above but below 80%	7	A+	
60% and above but below 70%	6	A	First Class
55% and above but below 60%	5	B+	High Second class
50% and above but below 55%	4	B	Second Class
35% and above but below 50%	3	C	Pass Class
Below 35%	2	D	Fail

A. Soms

Co-ordinator

[Signature]

Principal

Principal

Dr. B.B. Hegde First Grade College
Kundawar - 576211



Dr. B.B.HEGDE FIRST GRADE COLLEGE, KUNDAPUR

CERTIFICATE COURSE 2023-24

COMPUTER FUNDAMENTALS

Total 30Hrs

Total: 60 Marks

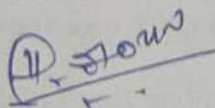
		Hours
Chapter-1	<p style="text-align: center;">UNIT-1</p> <p>Computer Basics: Introduction, Characteristics computers, Evolution computers, Generations of computers, Classification of computers, the computer system, Application of computers.</p> <p>Computer Architecture: Introduction, Central processing unit- ALU, Registers, Control unit, system bus, main memory unit, cache memory</p> <p>Input devices: Introduction, Types of input devices, Keyboard, Mouse, Track ball, Joystick light pen, Touch screen and track pad. Speech recognition, digital camera, webcam, flatbed scanner</p> <p>Output devices: Types of output, Classification of output devices, Printers – Dot matrix, Ink-jet, Laser, Hydra, Plotter, Monitor – CRT, LCD, Differences between LCD and CRT.</p> <p>Computer software: Introduction, software definition, relationship between software and hardware, software categories.</p>	05
Chapter-2	<p style="text-align: center;">UNIT-2</p> <p>Introduction to windows Operating System, operating with windows, GUI, use of help features, starting an application, essential accessories, creating shortcuts, windows explorer, control panel, finding folders and files, System utilities.</p> <p>MS-Office : Introduction, Office user interface, Microsoft office Components</p> <p>MS-Word: Introduction, Starting MS-Word, Microsoft word Environment working with word documents, working with text, working with tables checking spelling and grammar, adding graphs to the document, mail merge, header and footers, page numbers, protect the document, working with formatting tools.</p>	10
Chapter-3	<p style="text-align: center;">UNIT-3</p> <p>MS-Excel: Introduction, starting MS Excel, Microsoft Excel environment, Working with Excel workbook, Working with worksheet – Entering data, Excel formatting tips and Techniques, Generating graphs, Formulas and Functions, Inserting charts, Sorting , Pivot Tables, data extraction, adding clip art, add an image from a file, Printing in Excel .</p>	10

Chapter-4	<p style="text-align: center;">UNIT -4</p> <p>MS-Power point- Starting MS–Power Point , Working with power point -, Creating, Saving and Printing a presentation, Working with Animation, Adding a slide to presentation, Navigating through a presentation, Slide-sorter, Slide-show, Editing slides, Working with Graphics and Multimedia in PowerPoint (Inserting Photo, Video & Sound).</p> <p>The Internet : Basic internet terms, Internet applications, Internet tools, Web browser, Web browser features, Internet Explorer environment, Electronic mail, Email address structure, Advantages and disadvantages of email.</p> <p>Nudi: Nudi Keyboard, Nudi Document preparation, Different types of Nudi Font.</p>	05
	<p>Text Books:</p> <p>1. ITL Education Solution Limited, Introduction to Information Technology, Second Edition, Pearson</p>	
	<p>Reference Books:</p> <p>1. Pradeep K. Sinha and Priti Sinha, Computer Fundamentals, Sixth Edition, BPB Publication.</p>	

Course Outcomes:

After completing this course satisfactorily, a student will be able to:

- Windows Operating System and Use of Control panels
- Explain the purpose of office automation
- Describe how information is stored and retried in/from computer memory
- Know about various types of office automation software and their applications
- Create document using word processing software
- Design presentation using presentation software
- Create worksheets using spreadsheet software
- Internet and Internet Things



Co-ordinator Sign



Principal Sign

Principal
Dr. B.B. Hegde First Grade College
Kundapura -576201

Dr. B. B. HEGDE FIRST GRADE COLLEGE, KUNDAPURA
CERTIFICATE COURSE EXAMINATION JUNE 2024
COMPUTER FUNDAMENTALS

Time: 1:00 Hr

Max. Marks : 30

Part-A

I. Choose the answer for following TEN questions **(1X10=10)**

- a) Who is the father of Computer?
 A. Chares Babbage B. Vint Cerf C. Denis Riche D. Martin Cooper
- b) What is LINUX ?
 A. Operating System B. Application Program C. Malware D. Firmware
- c) WWW stands for
 A. World Whole Web B. Wide World Web C. Web World Wide D. World Wide Web
- d) A computer must have _____
 A. MS Word B. Operating System C. Internet D. An antivirus
- e) In which of the following form, data is stored in computer ?
 A. Decimal B. Binary C. Hexa Decimal D. Octal
- f) Which among following is not an input device ?
 A. Mouse B. Scanner C. Keyboard D. Printer
- g) A computer system includes
 (a) Hardware (b) Software (c) Peripheral devices (d) All of these
- i) Abacus can perform
 (a) Addition (b) Subtraction (c) Multiplication (d) Both (a) and (b)
- j) Computer size was very large in
 (a) First generation (b) Second generation (c) Third generation (d) Fourth generation
- k) Mouse is a _____ device.
 A. Pointing B. Clicking C. Printing D. Sliding

Part-B

(2X5=10)

II Answer any TWO of the following

2. Explain input and output Device.
3. Write a note on history of computer.
4. Mention different types of computers.

Part-C

(1X10=10)

III Answer any ONE of the following

5. Explain the generation of computers.
6. What is a computer? Explain with its block diagram.

Handwritten notes in blue ink at the bottom of the page, partially illegible.

Dr. B. B. Hegde First Grade College, Kundapur
CERTIFICATE COURSE PRACTICAL EXAMINATION JUNE 2023-24

COMPUTER FUNDAMENTAL

Name:	Class:	Section:	Roll No:
MS.Word (10)	Excel (10)	Power point(10)	Total (30)

1. MS Word

Prepare a word document including following features.

- Inserting picture
- Bulleting and numbering
- Formatting (size, bold, underline, italic, superscript, subscript, colour etc)
- Border and shading,
- Paragraph and line alignment
- Mathematical expressions
- Insert Page Border and Insert Formatting features to text

A computer is an electronic machine that processes raw data to give information as output. An electronic device that accepts data as input, and transforms it under the influence of a set of special instructions called Programs, to produce the desired output (referred to as Information).

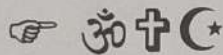
$$(a+b)^2 = a^2 + b^2 + 2ab$$



FEEL THE HEAL



Way To BBH



Input devices

- Key board
- Mouse
- Joy stick

Output devices

- ↓ Monitor
- ↓ Printer
- ↓ Speaker
- ↓ Projector

2.EXCEL: Prepare following worksheet

RESULT 2022-23						
Name	KAN	ENG	HIND	Total	AVG	Result
Zinta	56	76	79			
Bhuvan	23	32	56			
Mohini	65	89	32			
Radha	98	89	98			
Arya	98	89	97			

1. Print 10 Odd Numbers.
2. Print Weekdays
3. Print Months
4. Display current Day and Time
5. Find Total, average and Result.
6. Sort name
7. Prepare Chart
8. Write Red heading with yellow background and merged center cell.

3.Power point

Prepare a power point presentation with at least 5 slides and picture, chart and other contents for the following matters. Apply various transition and animations. Slides should be moved automatically as well as with mouse click..

About your college

or

your city

or

Any Seminar Topic

Use pictures and charts.

Name:

Diploma in Office Automation

Reg No

MS.Word 20 marks	Excel 20 marks	Power point 20 marks	Assignment 05 marks	Attendance 05 marks	Theory 30 marks	Total 100

EXCEL**Govinda Ayurvedic Hospital**

Create the following file in excel using data from and save it is hospital in your folder

Patient	Dept	Ward	Admission	Discharge	No.of.days	Room rent	Fees	Amount
Sonali	Dental	Spl	01-Jan	10-Jan			1200	
Ajay	Eye	Gen	01-Jan	05-Jan			2100	
Madhuri	Nose	Spl	02-Jan	02-Jan			800	
Akshay	Ear	Spl	02-Feb	15-Feb			1250	
Sharukh	Dental	Gen	04-Feb	18-Feb			400	
Govind	Eye	Gen	22-Feb	23-Feb			500	
Suma	Ear	Gen	03-Feb	20-Feb			950	
Urmila	Ear	Spl	10-Feb	16-Feb			1258	
Sanjay	Dental	Spl	18-Jan	28-Feb			4512	

Load the file hospital from your folder and work of out then following.

- Calculate the no.of days each patient was in hospital.
(discharge date - admission date) + 1 Change column as general format.
- Calculate the room rent.
Spl 125
Gen 100
- Amount is equal to room **Rent+ Fees**
- Sort the data base in ascending order of department.
- Create the subtotal of fees collected by each dept. remove subtotal.
- Using subtotal find number of patient in each dept remove the subtotal
- Display the records of gen ward use filter .
- Using filter show the patient name beginning with 'S'
- Using filter find the 3 patient who where lodged for highest no of days.
- Using advance filter display the **Patient, Dept, Ward,** and the **No of days** of the patients in the **Dept - Ear** and in the **Ward -Spl** in separate place in the work sheet.
- Using data from delete the record of govinda.

Date :

Name & Signature of the Valuer



MS.WORD

2. Prepare a word document including following features ,

- a) Inserting and numbering ,Bulleting and numbering,Formatting (size, bold, underline, italic, superscript, subscript, color, etc...),Border and shading ,Paragraph and line alignment .

ಶ್ರೀ

ಕೃಷ್ಣನು ಮಥುರಾದಲ್ಲಿ ಕಂಸನ ಸೆರೆಮನೆಯಲ್ಲಿ ಜನಿಸಿದನು. ಆ ಸ್ಥಳದಲ್ಲಿ ಒಂದು ಕಡೆ ದೇವಸ್ಥಾನ ಮತ್ತು ಇನ್ನೊಂದು

ಕಡೆ ಮಸೀದಿ ಇದೆ. ಪ್ರಸ್ತುತ ಮಥುರಾದಲ್ಲಿ ಕೃಷ್ಣ ಜನ್ಮಭೂಮಿಯ ಬೃಹತ್ ದೇವಾಲಯವನ್ನು ನಿರ್ಮಿಸಲಾಗಿದೆ.

ವೃಂದಾವನ ದೇವಾಲಯ ಬಂಕೆ ಬಿಹಾರಿಯ ಪ್ರಸಿದ್ಧ ದೇವಾಲಯವು ಮಥುರಾ ಬಳಿಯ ವೃಂದಾವನದಲ್ಲಿರುವ ರಮಣ

ರೇತಿಯಲ್ಲಿದೆ. ಇದು ಭಾರತದ ಪ್ರಾಚೀನ ಮತ್ತು ಪ್ರಸಿದ್ಧ ದೇವಾಲಯಗಳಲ್ಲಿ ಒಂದಾಗಿದೆ. ವೃಂದಾವನದ ಎಲ್ಲಾ ಘಾಟು ಮತ್ತು

ದೇವಾಲಯಗಳು ಶ್ರೀ ಕೃಷ್ಣನಿಗೆ ಸಂಬಂಧಿಸಿವೆ. ಈ ಇಡೀ ಪ್ರದೇಶವು ದೇವಾಲಯವಾಗಿದೆ.

Computer is an electronic device, which is used accept a data and instruction, process data produces required Output and store it on computer memory

Computer is an electronic device ,which is used accept a data and instruction ,process data produces required output and store it on computer memory



Input devices

1. Key board
2. Mouse
3. Joy stick

Output devices

- ↓ Monitor
- ↓ Printer
- ↓ Speaker

$$(a + b)^2 = a^2 + b^2 + 2ab$$

