**Code No. 196**

## TAMIL NADU PUBLIC SERVICE COMMISSION

## SYLLABUS

## KNOWLEDGE IN ACCESS TO COMPUTER

## (Diploma Standard)

### UNIT – I  (FUNDAMENTALS OF COMPUTER)

Introduction to Computers – Classification of Computers – Types of Computers – Basic Operations of a Computer – Hardware – Software, Application and System Software – Data Representation, BCD (Binary Coded Decimal), Alphanumeric Codes – Computer Languages.

### UNIT – II   (COMPUTER ORGANIZATION)

Basic Components of Computer – Input Units, Keyboard, Mouse, CD-ROM Drive, Other Input Units – Output Unit, VDU (Visual Display Unit), Printer, Other Output Unit – Input/output Units, Floppy Drive, Harddisk, CD-writer, Magnetic Tape Drive – Central Processing Unit – Memory, Arithmetic and Logic Unit, Control Unit.

### UNIT – III   (BASICS OF OPERATING SYSTEM)

Introduction – Features of OS (Operating System) – Types of Operating System, Windows OS, Linux (Introduction) – Introduction to Windows – Advantages – Working with Windows – Desktop – MS DOS Prompt – Starting

an Application – Windows Dialog Boxes – Customizing Windows – Windows Control Panel – Applications in Windows – Managing Files and Folders – Windows Explorer – Windows Accessories – Shutting Down the Computer.

## UNIT – IV   (WORD PROCESSOR)

Introduction – Word Options, Creating, Opening, Typing and Editing a Document – Find and Replace Text, Check Spelling and Grammar – Print a Document – Formatting the Text – Rulers – Paragraph Breaks and Tabs – Character Formatting – Paragraph Formatting – Page Formatting – Creating Columns – Case Conversions – Borders and Shading – Adding Lists – Tables – Graphics (Draw with Word, Add a Chart, Word Art) – Advanced Features – Mailmerge, Header and Footer, Insert a Symbol, Adding Watermark – Common Keyboard Commands.

## UNIT – V  (WORKING WITH SPREADSHEETS)

Introduction – Creating a Workbook – Open an Existing Worksheet – Entering a Data – Formulas – Insert Rows and Columns – Edit Cell Data – Print a Worksheet – Find and Replace Data – Create a Range –Fill Cells with Autofill Data - Functions – Formatting Cells – Freeze Rows and Column Headers – Page Formatting – Conditionally Format Data - Sorting Data Advanced Features – Adding Charts, Insert Graphics, Protect Worksheet, Combine Multiple Cells, Import and Export Worksheets.

## UNIT – VI    (WORKING WITH POWER POINT)

Introduction – Presentation Creation – PowerPoint Options – Opening an Existing Presentation – Printing a Presentation – Entering Text into a Presentation – Find and Replace a Text – Animate Text – Layout and Themes – Changing Presentation Background – Advanced Features – Inserting a Chart, Graphics,  Presentation Header and Footer, Add Sound and Video, Add Special Effects, Add Slide Transition, Make an automatic Presentation, Add Notes, Create Handouts.

## UNIT VII  (WORKING WITH ACCESS)

Introduction – Creating a Database – Creating a table – Entering a Data – Editing Data – Printing a Table – Creating Forms – Creating Queries – Sub Queries – Creating and Printing Reports.

## UNIT VIII  (COMPUTER COMMUNICATION)

Introduction – Advantages – MODEM – Computer Networks – Uses of Networks – Types of Networks - Introduction to Internet – Advantages of Internet – Getting connected to Internet – World Wide web (www) – E-mail – Creating E-mail id, Sending, Receiving, Attaching Document – Browser – Searching Information's.

## UNIT IX (BASIC TROUBLE SHOOTING)

Connecting Input and Output Devices -  Connecting Ports - Serial Port (COM Port), Parallel Port (LPT), USB NIC Port (Network Inter Face Card), Sound Card Ports, Monitor Port – Virus – Anti Virus Installation – Virus/Malware Scanning.

## UNIT – X   (WORKING WITH EXTERNAL DEVICES)

Printer  Installation  –  Printer  Settings  –  Taking  Printouts  –  Scanner Installation – Scanning the Image/Document, Adjust the Scan Settings – Web Camera/Digital Camera Installation – Web Camera Settings – Taking Images/Photos – Biometric Device Installation (Thumb Print Scanner, Eye Vision Scanner) – Settings, Taking Images.