

GUJARAT
TECHNOLOGICAL
UNIVERSITY

BRIDGE COURSE INFORMATION AND
COMMUNICATION TECHNOLOGY

Gujarat Technological University, Ahmedabad

Bridge Course

Course Duration: 6 weeks

Information and Communication Technology

Course Objectives:-

1. Identify the various hardware components of a personal computer system
2. Switch on and switch off the personal computer system
3. Identify the different elements of the operating system
4. Able to use the various applications
5. Able to use the Internet to get the Information, Use of Internet services like mail, chat etc

Course Outcome:-

At the end of course, students will be able to

- 1 Operate the personal computer system
- 2 Use the various hardware devices
- 3 Use the various features of operating system for effective utilization of computer system
- 4 Use the various applications to prepare the documents
- 5 Use the Internet for getting information and making communication

Course Organization:-

List of Activities

No	Name of Activity
1	Work with the personal computer system <ul style="list-style-type: none">• Start the personal computer system and shutdown it• Locate the ports for Keyboard, mouse and monitor• Locate USB Ports available on your CPU• Open CPU and locate RAM, ROM, Processor, Harddisk, CD-ROM, USB Drive, MotherBoard, Soundcard etc• Plug and unplug the SMPS with motherboard• Plug and unplug the RAM module.
2	Work with the various I/O Devices. <ul style="list-style-type: none">• Connect and disconnect keyboard and mouse with your CPU.• Locate the port for connecting your monitor and connect monitor to that port• Connect printer to USB port of your CPU, install it and print a test page.• Scan your passport size photograph using scanner(input device) and save it as a picture file.• Print any existing document using printer (output device)
3	Work with the operating system to perform the following activities <ul style="list-style-type: none">• Boot the computer system and observe your desktop• Use My computer properties to find your computer name and detail of operating system• Open My computer and find the total storage capacity of harddisk drives• Open the Recycle Bin and make it empty.• Restore the recently deleted file using Recycle Bin• Set the wallpaper of your choice for desktop, change the desktop resolution.

	<ul style="list-style-type: none"> • Install and Uninstall any free software using control panel----> add/remove programmes • Use start menu---> control panel-->printer and faxes to find and list printer installed on your machine
4	<p>Working with directory structure in the operating system</p> <ul style="list-style-type: none"> • Create a directory with name "INDIA" on desktop • Create a file "ADDR" to store your name and address using notepad and save it inside the folder "INDIA" • Create a one sub-folder "GUJARAT" inside the folder "INDIA" • Copy file "ADDR" and paste it inside folder "GUJARAT" • create duplicate of "ADDR" file and rename it as "ADDR1" • Use file property and find the size of file "ADDR" • Create a shortcut icon for the file "ADDR1" on desktop • Create a zip file of entire folder "INDIA". • Copy "INDIA.zip" file and paste it in My document folder
5	<p>Work with the word processing software to prepare an article on your favourite topic. Article should be prepared to apply following features:</p> <ul style="list-style-type: none"> • Use suitable fonts and font sizes for title, subtitle and matter • Highlight the important words using font mode(bold/italic/underline) and colors. • Article should be prepared in 3 column format • Add at least one small image into the article • Provide the suitable Header and footer with page numbers • Apply spell check on article to correct grammatically. • <u>Apply the print preview to see how it looks once printed.</u>
6	<p>Work with the spreadsheet software to prepare your 12th standard marksheet. Marksheet should be prepared with following features:</p> <ul style="list-style-type: none"> • Enter all the primary details in suitable tabular format • Use formula to make the total for a subject and copy it to all the subjects. • Use formula to compute your total marks and the percentage • Decorate the different parts with different fonts and colors. • Use suitable function to decide your class (pass, first class, distinction). • Add your photograph to the marksheet. • <u>Apply the print preview to see how it looks like once printed</u>
7	<p>Work with the presentation software to prepare a presentation on your favourite scientist. Presentation should be prepared with following features:</p> <ul style="list-style-type: none"> • Include the personal and career information in suitable forms • Prepare atleast 10 slides and apply different design to them. • Mark each slide with suitable title. • Format contents of each slide with different fonts, colors, bullets. • Include photographs and video in your presentation • Apply different animation features to display the slides • See the slide show. • Prepare the handout of your presentation
8	<p>Work with the Internet connection and Web</p> <ul style="list-style-type: none"> • Create the dial-up connection and connect to the Internet using it • List the various web browsers and open the microsoft home page using any one web browser. • Make your own web page using simple HTML tags and save it as "name.html". • Open "name.html" page using web browser • Use the view-source facility to see the content of "name.html" file.

	<ul style="list-style-type: none"> • Create a word document, save it as web page and test it on your browser • Disconnect the Internet connection
9	<p>Use the Internet to perform the following tasks.</p> <ul style="list-style-type: none"> • Surf the website of your college to find the following details. <ul style="list-style-type: none"> a. List of the courses offered. b. List the faculties in each branch. c. Laboratory facility available in the institute. • Use the Google search to find the good website providing details of various Mobiles and then find the following details. <ul style="list-style-type: none"> a. Select the models of companies based on price limit. b. Compare their features. c. Find the details of nearest place to purchase the selected model. • Use the appropriate search options with Google and find the following details regarding Mahatma Gandhi. <ul style="list-style-type: none"> a. His family details and education details. b. His work in South Africa. c. Regarding the “Asahakar Movement”.
10	<p>Open your mail account on yahoo or gmail and use it for communication. Apply the following features.</p> <ul style="list-style-type: none"> • Provide registration details to open your new email account • Use that email account to send message regarding your study to your friend. • Send one to two photographs to your friend through mail • Check your sent mails. • Search the mails received from your particular friend • Add email addresses of your close friends and family members in your address book. • Create a folder “my_mail” in your mail account to store your important mails. • Move important mails in and out of “my_mail” folder.

Evaluation Scheme:-

- Weekly Quiz on the activities done during the week
- At the end the course MCQ test for 50 Marks with duration of 1 Hrs

References Books:

- Introduction to Computers by Peter Norton, Latest edition McGrawHill
- How computers work By Ron White, Pearson
- Computer Course, R. Taxali, TMH
- Online materials in handouts or CD forms