

Computer Systems and Applications Paper I

- Data Communication, Networking and Internet
- Database and MySQL
- Word Processor -MS WORD

Examination Scheme

- | | |
|-------------------------|--------------------|
| • External | 60 marks (2 hrs) |
| • Internal | 40 marks |
| – Online Test (MCQs) | 20 marks |
| – Practical Examination | 20 marks |

Individual passing for Internal (16 marks) and External (24 marks)

Question paper pattern

- **Q1. Short questions on Data communication , Networking & Internet**

- 2 Questions of 6 marks each

12 marks

- **Q2. Descriptive questions on Data communication , Networking & Internet**

- 2 Questions of 6 marks each

12 marks

Q3 My SQL

➤ 2 Questions of 6 marks each

12 marks

- ✓ creating a table
- ✓ Explain the following functions
- ✓ Write SQL statements

Q4 My SQL

➤ 2 Questions of 6 marks each

12 marks

- ✓ Write SQL statements

Q5 Ms WORD

➤ 2 Questions of 6 marks each

12 marks

- ✓ Write MS Word steps

MS WORD

Introduction

- In today's technology driven world , you no longer need pen & paper , even a typewriter for creating a document
- The process of writing and editing a document on a computer using a word processor
- Word processor is a program used to create , edit and share text documents
- MS Word is the most popular word processor

Features

It facilitates

- creating different type of documents such as letters , articles , blogs , resumes , professional newsletters , flyers, brochures etc.
- extensive formatting features
- creating attractive document using built-in templates , styles and themes
- graphics such as images and pictures , tables and even videos
- Review features such as Spelling and grammar , thesaurus , word count , translate etc.
- extensive mailing features such as mail merge , envelopes , labels etc.

Starting MS WORD

- Click at start button
- Click at All programs
- Click at Microsoft Office
- Click at Microsoft Word

WORD screen will appear with several templates that can be used for creating a document .

You can create a new blank document in the following two ways

select a new blank document

select a template , if you want to create a specific type of document

File Home Insert Page Layout References Mailings Review View

Clipboard Font Paragraph Styles

Calibri (Body) 11 A A Aa AaBbCcDc AaBbCcDc AaBbCc AaBbCc AaB AaBbCc AaBbCcDc

Normal No Spaci... Heading 1 Heading 2 Title Subtitle Subtle Em...

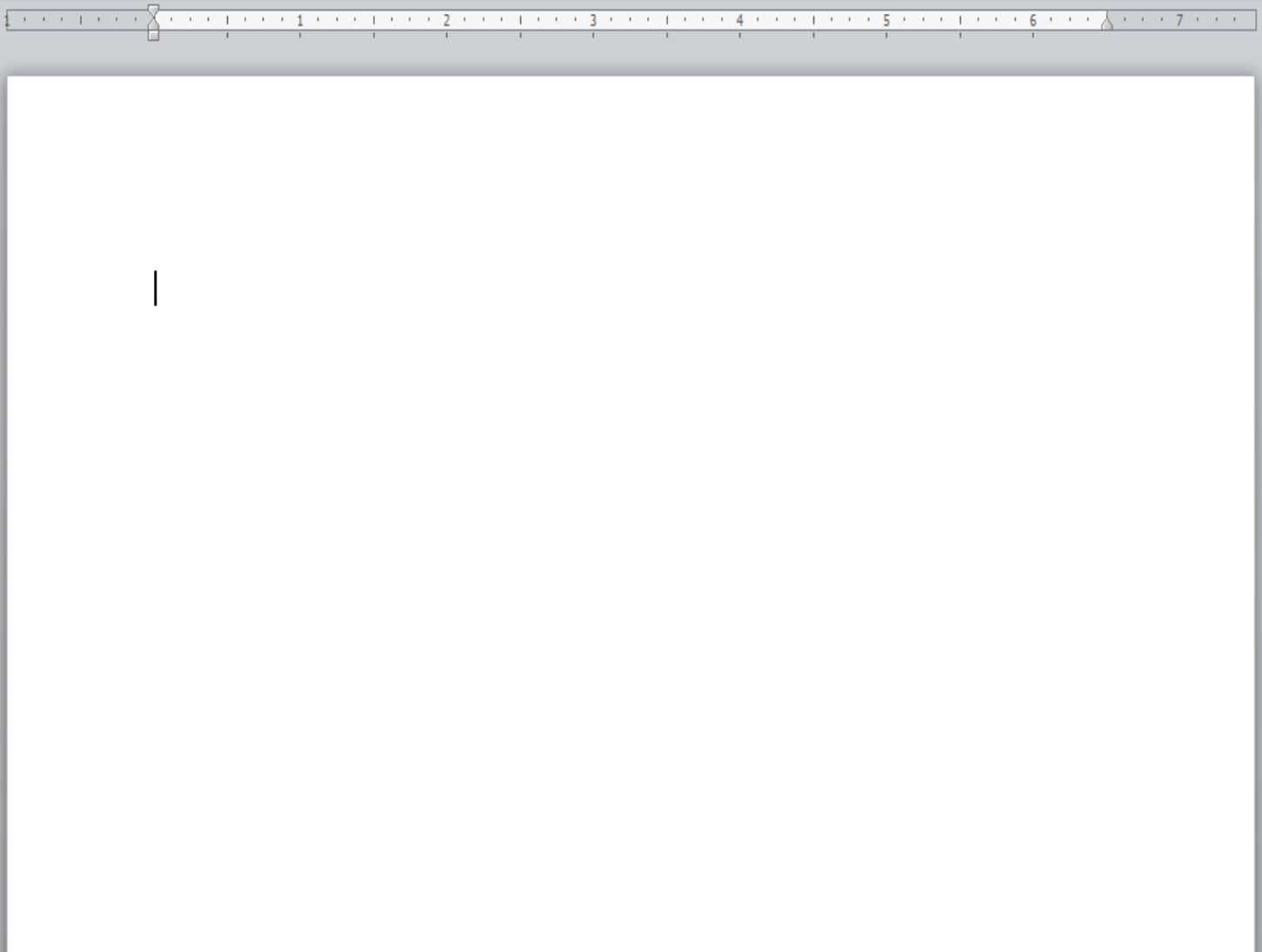
Find Replace Select Editing

Navigation

Search Document

This document does not contain headings.

To create navigation tabs, create headings in your document by applying Heading Styles.



Initial Screen

First line

- W – File tab. Located at the upper left hand corner.
- Quick Access Toolbar – Represents commands frequently used. It can be customised.
- Title bar
 - Document1.docx – name of the word document
 - Microsoft word - name of the application
- Minimize button – represented by underscore
- Maximize button – represented by a square box
- Close button – represented by a cross

Initial Screen

- **Second line**
- It shows Tabs – Home , Insert , Page layout , References , Mailings , Review , view
- **Ribbon**
- It is displayed below the Title bar. In Ribbon , commands are organized in logical groups. Every tab has its corresponding ribbon
- **Window**
- This is the actual space for body of a document

Initial Screen

- **Status bar**
- It is at the bottom of the window.
- It gives information about the current document
- It can be customised
- It generally gives page number , word count , language , Macro
- **View tool bar**
- It is at the right end of the status bar
- It gives information about viewing of the document such as Print layout , Full screen reading , Web Layout, Outline , draft and Zoom options

Initial Screen

- **Mouse pointer**
- On screen arrow , I beam indicates the current location on the screen
- **Ruler**
- A bar containing scale that indicates tabs , paragraph indents , margins etc.
- **Screen Tips**
- It shows name of the command button and its explanation
- **Scroll bars**
- Vertical scroll bar is situated at the right hand edge. It is used to scroll up or down