



## امتحانی مشق نمبر 2

کل نمبر: 100

کامیابی کے نمبر: 40

تمام سوالات کے نمبر برابر ہیں۔

- سوال نمبر 1- الف) آپٹیکل فائبر ڈیٹا ٹرانسمیشن کا ایک بااعتماد اور جدید ذریعہ ہے۔ وضاحت کریں۔
- ب) ٹرانسمیشن کے طریقے (Transmission Modes) کے مختلف طریق کار کی وضاحت کریں۔
- سوال نمبر 2- الف) ربن ایم۔ ایس ورڈ ڈاکیومنٹ کے اوپر والے حصے میں ایک پینل ہے اس میں موجود ٹیبز (Tabs) کی وضاحت کریں۔
- ب) کسی ڈاکیومنٹ کو لمبائی یا چوڑائی کی بنیاد پر پرنٹ کرنا ہے۔ وضاحت کریں۔
- سوال نمبر 3- الف) کسی دستاویز کو کیسے محفوظ کیا جاتا ہے؟ وضاحت کریں۔
- ب) سرچ انجن کے اغراض و مقاصد پر تبصرہ کریں۔
- سوال نمبر 4- الف) ویب ای میل رابطے کا موثر ذریعہ ہے۔ وضاحت کریں۔
- ب) ای میل پیغام بھیجنے اور وصول کرنے کے طریق کار کی وضاحت کریں۔
- سوال نمبر 5- الف) گروپ تشکیل کیسے کرتے ہیں؟ تفصیل سے بیان کریں۔
- ب) وائرس سے بچنے کے لیے کون کون سی احتیاطی تدابیر کا استعمال ضروری ہے؟

**ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD**  
**(Department of Computer Science)**

Course Code:	360
Course Title:	IT Applications (HSSC Level)
Credit Hours:	3 (3+0) 3 Hours study per week
Session Offered:	Please see the offering schedule
Recommended Book:	360 AIOU Text Book
Audio/Video/Multimedia CD:	Under Process
Reference Book:	Computer Fundamentals by P.K. Sinha, Fifth Edition
Pre-Requisite:	N/A
Course Coordinator:	Department of Computer Science, AIOU
Teaching Methodology:	Distance Learning/Online
Computer Usage:	As per requirements

**Introduction**

This main theme of the course is to prepare students to understand the fundamental concepts of IT. The course has been designed to give an overview of computer, its components, and applications. The course also covers basics of data communication, networking, internet and World Wide Web. The application of IT using Word Processor and Spreadsheet is also covered.

**Course Objectives**

At the end of the course you are expected to be able to:

1. Understand basic concept of IT
2. Understand functions and applications of Hardware and Software
3. Identify Input and Output Devices
4. Understand different terms and applications associated with communications and networking
5. Understand different terms associated with the Internet and World Wide Web.
6. Familiar with word processing and spreadsheets application tools
7. Use various web tools including Web Browsers, E-mail clients and search utilities.
8. Understand concepts of data protection and copyright in IT applications.

**Evaluation Criteria:**

- |     |                   |     |
|-----|-------------------|-----|
| i)  | Assignments       | 30% |
| ii) | Final Examination | 70% |

**COURSE OUTLINE**

**Unit-1: Basic Concepts of Information Technology**

Introduction to Information Technology (IT), Brief History, IT Application examples and uses

**Unit-2: Computer Hardware and Software**

Central Processing Unit (Arithmetic Logic Unit, Control Unit), Main Memory, Storage, Buses and Registers, System Software, Application Software

**Unit-3: Input and Output Devices**

**a) Input Devices**

Keyboard, Mouse, Character Recognition Devices, Microphone, Video Camera and Scanners

**b) Output Devices**

Monitor (Graphic Adopter, Size, Resolution, and Types of Monitors), Printers and Types (Dot Matrix, Ink Jet, and Laser), Plotters

#### **Unit-4: Operating System**

Operating Systems Introduction, Main Functions, Introduction to Windows Important Features of Windows, The Windows Desktop and Task Bar, Working with My Computer, Rules for Files and Folder Names, Selecting, Remaining and Deleting Files and Folders, Copying and Moving Files and Folders, using Recycle Bin, Dealing with disks in Windows, Exploring Windows Explorer, Copying and Moving Items in Explorer, Finding Files in windows, Getting Help, customizing windows, Shutting Down or Restarting Windows, Setting up Printer.

#### **Unit-5: Data Communication and Networking**

Introduction to Data Communication, Data Communication Modes, Asynchronous and Synchronous Transmission, Communication Media, Communication Speed

Introduction to Computer networks, Peer to peer Networks, Networking Software, Local Area and Wide Area Network, Application of Networks, Network Topologies

#### **Unit-6: IT Applications I (Word Processor)**

Introduction to Word Processor, Working in Documents, Saving a Document, Getting Help, Opening a New Document, Opening an Existing document, Recently opened files, Opening from the Documents Menu, Exporting and Importing Files, Choosing Page Size and Orientation, Setting Margins, Inserting Page Number, Header and Footer, Footnote and Endnote, Preview and Print a Document, Copying and Moving Text, Bold, Italics, Underline, Inserting Tables

#### **Unit-7: IT Applications II (Spreadsheet Software)**

Introduction to Spreadsheets, Creating Worksheet, Entering Data, Check Spelling, Selecting Cells, Quick Data Entry, Changing column width, and Row Height, Changing Font, Size and Style, Alignment of Text, Wrapping of Text, Adding a Formula in Cell, Inserting Rows and columns, Hide and Unhide, Sorting, filtering of Data, Adding Subtotals, Chart, Move, Resize and Delete the Chart

#### **Unit-8: IT Applications III (Internet Browsing and Electronic Mail)**

Introduction to Internet, Internet Addresses, Browsing the Web, Searching for Sites, Downloading and Installing Software, Sending and Reading E-mail, Composing an Email Message, Working with Address Book, Automatically Add Contents to Your Address Book, Reading a Message, Checking for New Messages, Reading File Attachment, Taking Acting on a Message, Web Based Email, Advantage of Using Web Based Email.

#### **Unit-9: IT Applications IV (Data Protection and Copyright)**

Data, Organizing Records, Backup, Viruses and Anti-Virus Issues, Data Protection and Privacy Issues, Copyright, Computer Crime.

#### **Activities**

1. Explain the Concept of Information Technology
2. List down the characteristics of computer
3. List the hardware components of a computer and their organization.
4. Explore the features of Windows OS
5. Explain the modes of data transmission and devices used in networking.
6. Develop your CV in Microsoft Word
7. Create Result card in Microsoft Excel. Using AIOU grading scheme
8. Submit a 3-4 page report on the usefulness and characteristics of IT in the field of science.

**Note:** These are sample activities. Tutor may assign additional activities during the course.

Prepared by: Concerned Department

Last Revised: 2011