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Information & Communication Technology



Computer Fundamentals & Office Tools (ICT - I)

B.A. / B.Com / B.Sc - II Semester

According to New Syllabus

Krishna University

Cheekatimarla Anil Kumar

Computer Fundamentals and Office Tools (ICT-1)

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Cheekatimarla Anil Kumar

Lecturer in Computer Science

V.S.R. Govt. Degree & P.G. College

Movva – 521135, Krishna District. A.P.

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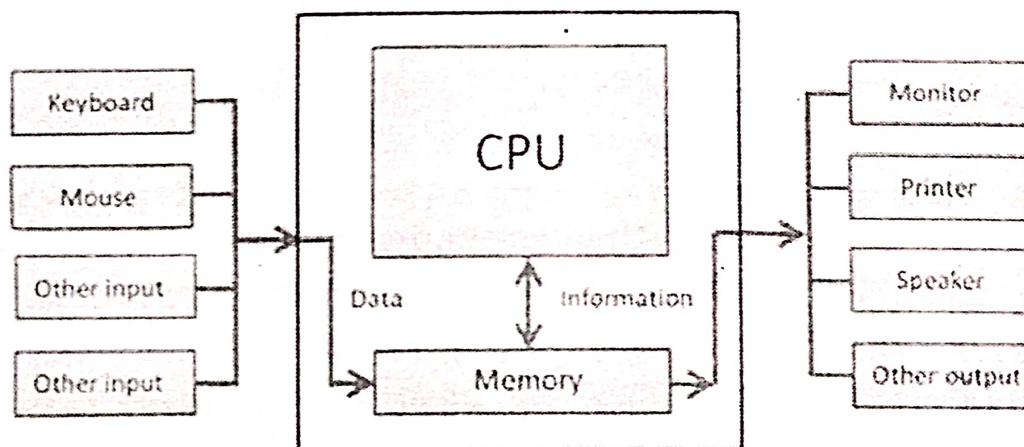
UNIT – 1

1. Definition of a Computer:

Computer is an advanced electronic device that takes raw data as input from the user and processes these data under the control of set of instructions and gives the result and saves output for the future use. The basic components of a modern digital computer are: Input Device, Output Device, Central Processor Unit (CPU), mass storage device and memory.

accepts data	Input
processes data	Processing
produces output	Output
stores results	Storage

The word compute is derived from the Latin word 'computare', was meaning "arithmetic, accounting". The Computer meaning is the digital device that stores information in memory using input devices and manipulate information to produce output according to given instructions.



The actual machinery, the physical parts of a computer system refer to as Computer hardware; the instruction (a program) that tells the computer what to do or how to do, that is called Computer software

2. Characteristics of Computer:

- i. Speed: As you know computer can work very fast. It takes only few seconds for calculations that we take hours to complete. You will be surprised to know that computer can perform millions of instructions and even more per second. Therefore, we determine the speed of computer in terms of microsecond 10^{-6} and nanosecond 10^{-9} . From this you can imagine how fast your computer performs work.
- ii. Accuracy: Computer always gives accurate results. The accuracy of Computer does not go down when they are used continuously for hours together. It always gives accurate results.
- iii. Diligence: A computer is free from tiredness, lack of concentration, etc. It can work for hours without creating any error. If millions of calculations are to be performed, a computer will perform every calculation with the same accuracy.
- iv. Versatility: It means the capacity to perform completely different type of work. You may use your computer to prepare payroll slips. Next moment you may use it for inventory management or to prepare electric bills.
- v. No IQ: Computer is a dumb machine and it cannot do any work without instruction from the user. It performs the instructions at tremendous speed and with accuracy. It is you to decide what you want to do and in what sequence. So a computer cannot take its own decision as you can.
- vi. Storage: The Computer has an in-built memory where it can store a large amount of data. You can also store data in secondary storage devices such as floppies, which can be kept outside your computer and can be carried to other computers.

- vii. Automation: Computers are quite capable of functioning automatically, once the process is given to the computer. They do not require any instruction from the operator at any stage of the process. Computers can be programmed to perform a series of complex tasks involving multiple programs. Computers will execute the programs in the correct sequence, provided they are programmed correctly.

3. Applications of Computer:

Computers are used in so many fields in our daily life. From Engineers to Doctors, Students, Teachers, and Government Organization they all use computers to perform specific tasks, for entertainment or just to finish office work. Computers have made our life easier.

- Business: A computer has high speed of calculation, diligence, accuracy, reliability, or versatility which made it an integrated part in all business organisations. Computer is used in business organisations for:
 - ✓ Budgeting
 - ✓ Sales analysis
 - ✓ Managing employees database
- Banking: Today banking is almost totally dependent on computer. Banks provide following facilities:
 - ✓ Banks provide online accounting facility, which includes current balances, deposits, overdrafts, interest charges, shares, and trustee records.
 - ✓ ATM machines are making it even easier for customers to deal with banks
- Insurance: Insurance companies are keeping all records up-to-date with the help of computers. The insurance companies, finance houses and stock broking firms are widely using computers for their concerns. Insurance companies are maintaining a database of all clients with information showing

- ✓ procedure to continue with policies
- ✓ next due installment of a policy
- ✓ maturity date

- Education: The computer has provided a lot of facilities in the education system.
 - ✓ The computer provides a tool in the education system known as CBE (Computer Based Education) which involves control, delivery, and evaluation of learning.
 - ✓ The computer education is rapidly increasing the graph of number of computer students.

- Marketing: In marketing, uses of computer are following:
 - ✓ **Advertising** - With computers, advertising professionals create art and graphics, write and revise copy, and print and disseminate ads with the goal of selling more products.
 - ✓ **At Home Shopping** - Home shopping has been made possible through use of computerised catalogues that provide access to product information and permit direct entry of orders to be filled by the customers.

- Health Care: Computers have become important part in hospitals, labs, and dispensaries. The computers are being used in hospitals to keep the record of patients and medicines. It is also used in scanning and diagnosing different diseases. ECG, EEG, Ultrasounds and CT Scans etc., are also done by computerised machines. Some major fields of health care in which computers are used are:
 - ✓ **Diagnostic System** - Computers are used to collect data and identify cause of illness.

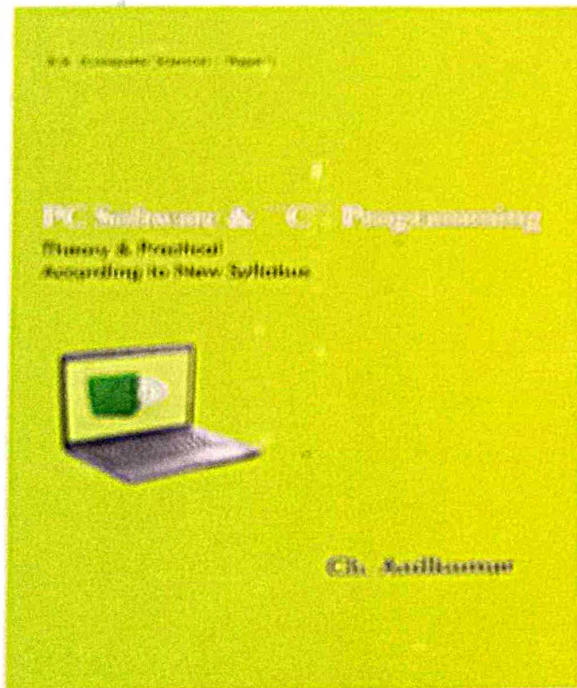
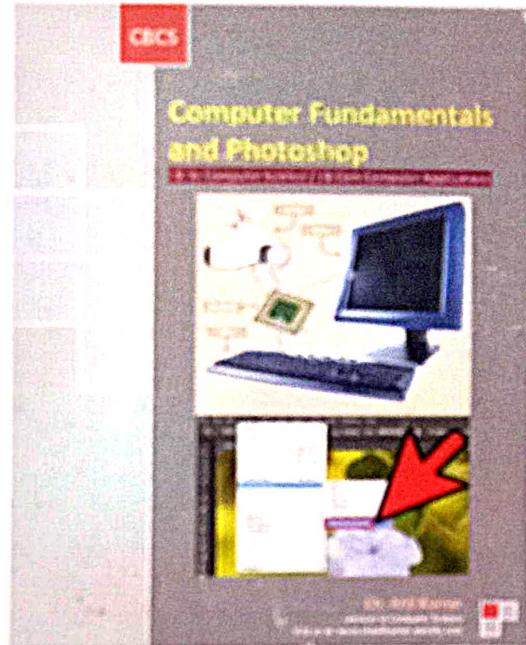
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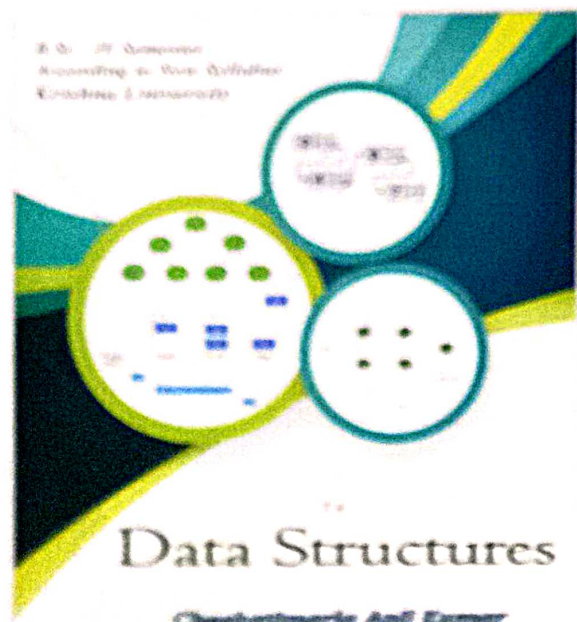


Programming in



B.Sc - III Semester
According to New Syllabus
Kannada University

Chandramala Anil Kumar



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