

COURSE ON COMPUTER CONCEPTS (CCC)

(According to DOEACC Syllabus)

- ♦ Introduction to Computers
- ♦ Introduction to Windows
- ♦ DOS Commands
- ♦ Word Processing (MS-Word)
- ♦ Spreadsheets (MS-Excel)
- ♦ Computer Communication & Internet
- ♦ WWW & Web browsers
- ♦ E-mail
- ♦ Presentation making (MS-PowerPoint)

Dr. R.K. Jain

Course on Computer Concepts (CCC)

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Product Description

This book is prepared on the syllabus issued by the department of electronics (DOE) and under the scheme of all India council for technical education (AICTE), department of information technology (DIT), and ministry of communication and information technology (MICT), Government of India. The book is divided into the nine chapters and each chapter strictly covers the topics as per the syllabus defined by DOEACC society. Each topic in the chapter is properly explained with the help of computer snapshots, wherever necessary. At the end of each chapter, summary of the chapter is provided for quick review of it. All the chapters are covered with large no. of questions as per the guidelines of DOE. Large no. of objective type questions are also provided with the answers to them. Not limited to this, proper care has been taken to write the chapters in simple English and step-by-step approach is used for the easy and fast understanding purpose.



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Chapter 1: Introduction to Computers. **Chapter 2:** Introduction to GUI based Operating Systems. **Chapter 3:** Introduction to Windows 7. **Chapter 4:** Elements of Word Processing. **Chapter 5:** Spreadsheet. **Chapter 6:** Computer Communication and Internet. **Chapter 7:** WWW and Web Browsers. **Chapter 8:** Combination and Collaboration. **Chapter 9:** Making Small Presentations. **Chapter 10:** Index.

Author

R.K. Jain Dr. R.K. Jain studied at IIT Powai and submitted his thesis for Ph.D at IIT Delhi. He has held various important posts in the past. At present he is advisor to various universities on setting up of a computer department and setting up of the syllabus for the same. With his knowledge of the various computer topics, he is an ideal choice for writing these kinds of books.





'O' LEVEL Introduction to Multimedia

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Written strictly according to the syllabus for M4.2-R4 paper of 'O' Level as prescribed by DOEACC examination, it covers various topics of multimedia, its applications, creation and usage. Topics like fonts, hypertext, images, audio and video formats are also covered. Also how these are combined to create a good-looking multimedia application. Each topic is covered in a separate chapter and has questions based on the pattern suggested by DOEACC. Students reading this book and solving all the questions given with the chapters and the sample papers at the end of it are sure of getting through the exams. Special features of the book are review question at the end of each chapter, Sample papers at the end of the book, Glossary and index is provided too, wherever necessary topics are explained with screen shots.



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Chapter 1: Introduction to Multimedia.

Chapter 2: Computer Fonts and Hypertext.

Chapter 3: Audio Fundamentals and Representations.

Chapter 4: Image Fundamentals and Representations.

Chapter 5: Video and Animation.

Chapter 6: Multimedia Authoring.

Chapter 7: HTML Basics.

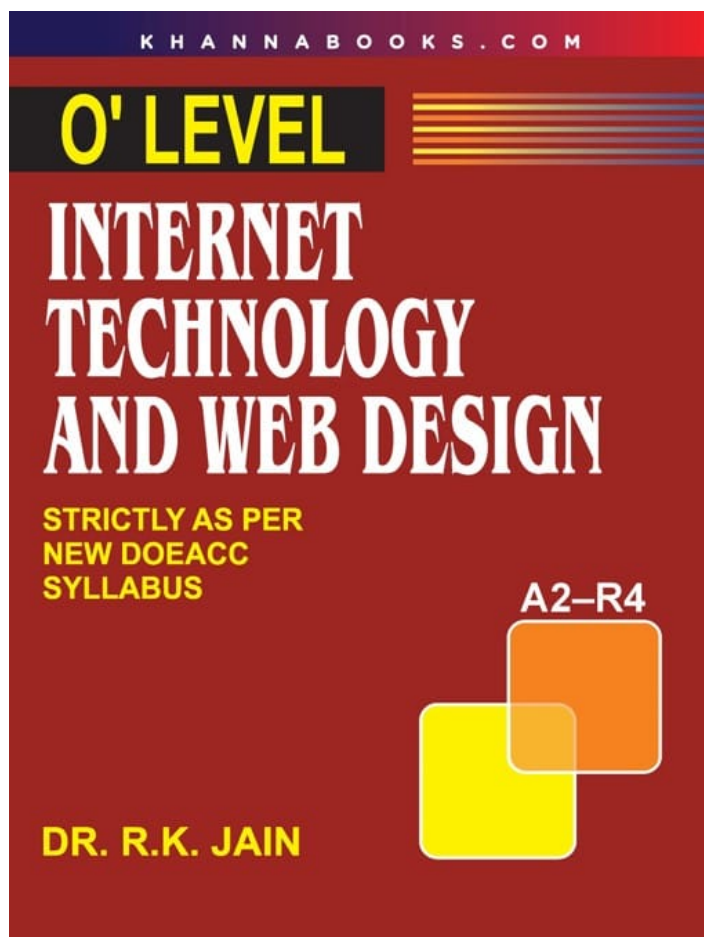
Sample Paper

Glossary

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R.K. Jain Dr. R.K. Jain studied at IIT Powai and submitted his thesis for Ph. D at IIT Delhi. He has held various important posts in the past. At present he is advisor to various universities on setting up of a computer department and setting up of the syllabus for the same. With his knowledge of the various computer topics, he is an ideal choice for writing these kinds of books.



Internet Technology and Web Design

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Product Description

Written strictly according to the syllabus for M2-R4 paper of 'O' Level as prescribed by DOEACC examination, it covers various topics of basic internet technology like word internet, E mail, world wide web and programming languages like HTML, ASP, VB script and java. Each topics is covered in a separate chapter and has questions as described by DOEACC guidelines. Students reading this book and solving all the questions given with the chapters and the sample papers as the end of it are sure of getting through the exams. Special features of the book are review question at the end of each chapter, Sample papers at the end of the book, Glossary and index is provided too, wherever necessary topics are explained with screen shots.



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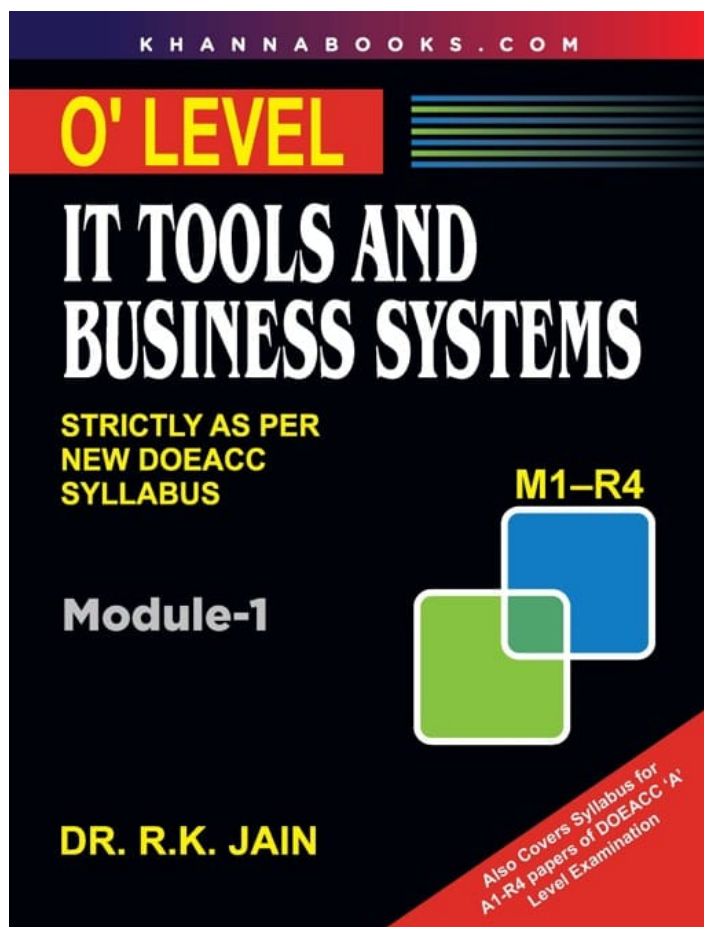
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Author

R.K. Jain Dr. R.K. Jain studied at IIT Powai and submitted his thesis for Ph. D at IIT Delhi. He has held various important posts in the past. At present he is advisor to various universities on setting up of a computer department and setting up of the syllabus for the same. With his knowledge of the various computer topics, he is an ideal choice for writing these kinds of books.





IT Tools and Business Systems

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Product Description

Written strictly according to the syllabus for M1-R4 paper of 'O' Level as prescribed by DOEACC examination, it covers various topics of basic internet technology like word Processing, spreadsheet presentation and database operations. Each topics is covered in a separate chapter and has questions as described by DOEACC guidelines. Students reading this book and solving all the questions given with the chapters and the sample papers at the end of it are sure of getting through the exams. Special features of the book are review question at the end of each chapter, Sample papers at the end of the book, Glossary and index is provided too, wherever necessary topics are explained with screen shots.



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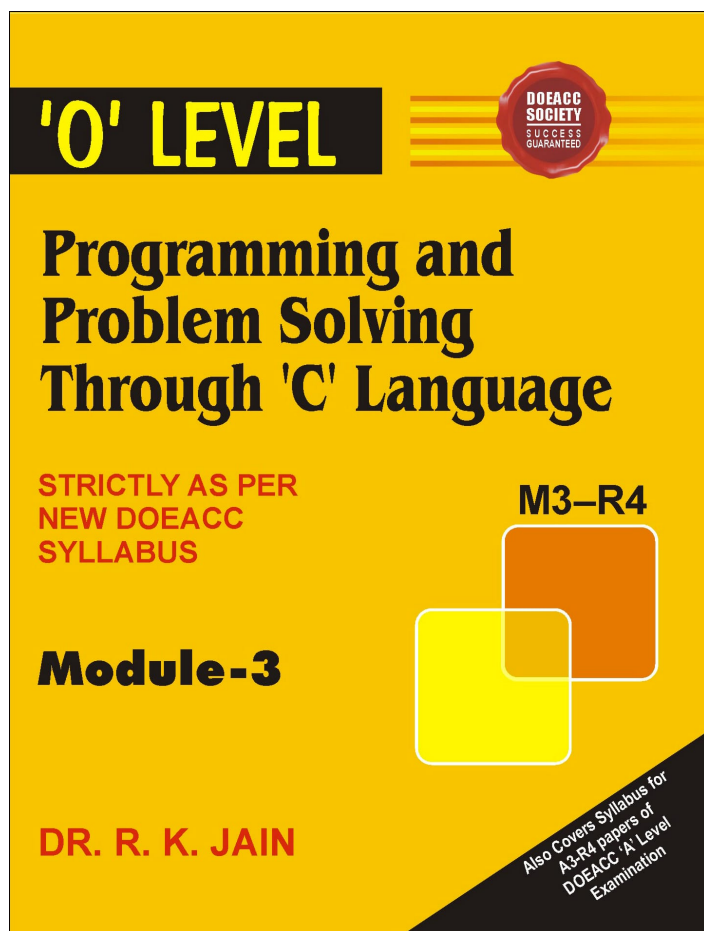
Chapter 1: Computer Appreciation. **Chapter 2:** Computer Organization. **Chapter 3:** Input and Output Devices. **Chapter 4:** Multimedia and other Software. **Chapter 5:** Operating System Microsoft Windows. **Chapter 6:** Linux Operating System. **Chapter 7:** Word Processing. **Chapter 8:** Spreadsheets. **Chapter 9:** Presentations. **Chapter 10:** Databases. **Chapter 11:** Information Technology and Society.

Sample Paper

Glossary

Author

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Programming & Problem Solving Through 'C' Language

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Product Description

This book covers the totally new syllabus provided by Department of Electronics, for the 'O' level, namely module M3-R4. Both the aspects of programming and problem solving through C are covered. Most of the topics have been explained with the help of fully solved programs. Each program has fully checked, compiled and tested to achieve the desired results as shown in the book. The book covers the various features of C like arrays, function, pointers linked list, structures, unions and file processing, etc. This has been done keeping in mind the level of various students who are doing to study this book.



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Chapter 2: Algorithms for Problem Solving.

Chapter 3: Introduction to 'C' Language.

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Chapter 5: Arrays.

Chapter 6: Functions.

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Chapter 11: File Processing.

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S1: Sample Paper 1

S2: Sample Paper 2

S3: Sample Paper 3

S4: Sample Paper 4

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