

COMPUTER APPLICATIONS (HUMANITIES)

Chapter	Focus Area
1. FUNDAMENTALS OF COMPUTER	Data and Information, Data processing(Listing of stages), Functional units of a computer(Diagram and brief explanation of units),Characteristics of computers(Listing only), Number systems, Representation of numbers and characters (Names only)
2. COMPONENTS OF THE COMPUTER SYSTEM	Primary memory (RAM and measuring units), Input - Output devices, e-Waste and disposal methods, System software (OS, Language processors – compiler and interpreter), Free and open source software.
3.DATA PROCESSING WITH ELECTRONIC SPREADSHEET	Spreadsheet software-Features and Examples, Rows-Columns-Cell-Range, Components of a spreadsheet window(Names only), Entering data in a cell(Data types only), Saving a spreadsheet, Inserting and deleting cells, rows, columns and worksheets(Methods only), Freezing, Headers and footers, Printing a spreadsheet, Export as PDF command
4.DATA ANALYSIS USING SPREADSHEET	Name, Syntax and use of Mathematical functions, Data manipulations(Names only), Charts- Chart elements(List), Chart types (Names only)
5.PRESENTATION SOFTWARE	Use and examples of presentation software, IDE components of presentation software(List only), Creating, Saving and Opening a presentation, Adding, deleting, duplicating slides (commands only), Inserting audio, video, image, hyperlinks in a slide(commands only), Views of the slides(List only)
6.GETTING STARTED WITH GIMP	Image editing software-Use and examples, Comparison of Raster and Vector, GIMP-features, Canvas creation, Saving images, Selection tools(Names only), Transform tools(list only)
7.ADVANCED TOOLS FOR IMAGE EDITING	Use of Paths tool, Comparison of subtractive and additive colour schemes, Filters (List only), Types of Blur, Distorts, Light and Shadow, Artistic filters (Names only)
8.COMPUTER NETWORK	Advantages of network, Key terms (Bandwidth, noise, node), Data communication devices(switch, router, gateway, bridge, modem), Types of network (PAN, LAN, MAN, WAN), Network topologies, Identification of computers over network (MAC, IP)
9.INTERNET	Services on Internet (Working procedure is not required), Cyber security (Computer virus, Trojan horse, hacking, phishing).
10.IT APPLICATIONS	e-Governance (Types, infrastructure), e-Business, e-Learning (Including benefits and challenges)