



Science & Humanities

Vision:- “To excel in the field of technology by creating technocrats with value-based professionalism“

Mission:- To provide technical expertise to fulfill the needs of the industry. To impact ethical values & professional responsibilities. To achieve excellence in academics.

Name Of Program : Diploma in Information Technology Date :

Course Title :-Fundamentals Of ICT.

Sem -I (2026 -27)

Course Outcomes(COS):CO1: Use Computer System & its peripherals for given purpose.
CO2: Prepare Business documents using Word Processing Tools.
CO3: Analyze Data & represent it graphically-using Spreadsheet.
CO4: Prepare professional slide show presentation.
CO5: Use different types of Web Browsers and Apps.
CO6: Explain concept and applications of Emerging Technologies.

Unit 1:Introduction To Computer System

Assignment No:-1

Define computer.Explain different components of computer system.

Explain different characteristics of computers.

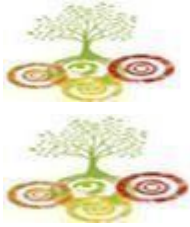
Explain the block diagram of Computer System

Explain any 5 application softwares.

Explain any 5 networking tools.

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Unit II: Word Processing

Assignment No:-2

1. What is word processing. Write the steps to create the given document.
2. Explain the given feature for document editing.
3. Explain the given page setup features of document
4. Write the given table formatting feature.
5. Write steps to set the given type of document layout.

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Unit III : Spreadsheets

Assignment No:-3

1. Explain the overview of the workbook & worksheet.
2. Explain the given formatting feature of a worksheet.
3. Write steps to create charts for the given data set.
4. What is word processing. Write the steps to create the given document.
5. Write steps to create data filter, sort and validation operations on the given data set.

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Unit IV : Spreadsheets :Presentation Tool

Assignment No:-4

1. Identify the Elements of User Interface?
2. Write steps for adding a textbox in presentation
3. Write features of presentation tools?
4. Write steps to copy paste slides
5. Write features of a presentation tool?

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Unit V: SBasic of Internet and Emerging Technologies

Assignment No:-5

1. What is www? Difference between internet and Intranet.
2. Explain Websites, web pages, URL, web servers
3. Explain advantages and disadvantages of E-mail
4. Explain IOT, AI, and ML, Drone technology and 3D PRINTING
5. Describe the following terms:
 - 1) e-learning
 - 2) e-groups
 - 3) e-reservation

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