



**OMAN MEDICAL COLLEGE**  
**BOWSHAR CAMPUS**

**IT SYLLABUS FOR ADVANCE PLACEMENT EXAM**

**INFT 001**

**Computer Fundamentals**

<b>1</b>	Introduction to a computer system	1.1	What is computer
		1.2	Advantages of using computer system
		1.3	Working of a Computer System
		1.4	Parts of a computer system
		1.5	Primary components of CPU
<b>2</b>	Storage Devices	2.1	Storage Unit of computer system
		2.2	Direct and Sequential Access of data
		2.3	Different types of storage media
<b>3</b>	Input/Output Devices	3.1	Different types of input devices
		3.2	Output Devices (general)
		3.3	Printers
		4.1	Stand alone Systems
<b>4</b>	Types of computing environments	4.2	Networked computer systems
		4.3	Minis. Mainframes, Super computers
		4.4	LAN & WAN
		5.1	System Software
<b>5</b>	Types of software	5.2	Application Software
		5.3	Different types of application software
		5.4	Issues of copyrights
		5.5	Shareware/Freeware
<b>6</b>	Computer Ergonomics		

**Microsoft Windows**

<b>1</b>	Being able to work comfortably in Windows environment	1.1	Opening and Closing windows/programs
		1.2	Maximising, Minimising, Restoring windows
		1.3	Working with multiple windows
<b>2</b>	Managing files in Windows environment	2.1	Creating folders
		2.2	Retrieving files from specified location
		2.3	Saving files in specific location
		2.4	Copying, Renaming, Deleting files
		2.5	Searching files, windows path

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|---|-------------------------|-----|--|
| 3 | Quick access in Windows | 2.6 | Handling various storage media(Hard Disk, Floppy, CD, Flash disks) |
|   |                         | 3.1 | Shortcuts  |
|   |                         | 3.2 | Keyboard shortcuts   |

### **Internet Explorer & Email**

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|---|------------------------------|-----|---|
| 1 | Browsing the net effectively | 1.1 | Search Engines                                  |
|   |                              | 1.2 | URL, hyperlinks                                 |
|   |                              | 1.3 | Searching for information/images, search syntax |
| 2 | Saving information from web  | 2.1 | Listing favorite pages for quick viewing        |
|   |                              | 2.2 | Saving information for offline viewing          |
|   |                              | 2.3 | Downloading files                               |
| 3 | Sending information          | 3.1 | Composing and Sending mails                     |
|   |                              | 3.2 | Sending attachments                             |

### **Microsoft Word**

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|---|---------------------------|-----|--|
| 1 | Editing Files             | 1.1 | Moving through a document  |
|   |                           | 1.2 | Making corrections   |
|   |                           | 1.3 | Copying and moving text  |
|   |                           | 1.4 | Spell Check  |
| 2 | Basic Formatting features | 2.1 | Font Level formatting  |
|   |                           | 2.2 | Paragraph level formatting   |
|   |                           | 2.3 | Bullets and Numbering  |
| 3 | Documentation             | 3.1 | The Normal v/s Print Layout View   |
|   |                           | 3.3 | Header and Footer  |
|   |                           | 3.4 | Page numbers   |
|   |                           | 3.5 | Bookmarks, footnotes, end notes  |
| 4 | Tables                    | 4.1 | Creating tabular lists   |
|   |                           | 4.2 | Editing tables<br>(Inserting rows/columns, Deleting rows and columns<br>Merging and Splitting cells) |
|   |                           | 4.3 | Formattting tables   |
|   |                           | 4.4 | Sorting tables   |
|   |                           | 4.5 | Summing values in a table  |
| 5 | Inserting objects         | 5.1 | Pictures   |
|   |                           | 5.2 | Files  |
|   |                           | 5.3 | Clipart objects  |