



GOVERNMENT OF TAMILNADU

HIGHER SECONDARY FIRST YEAR

# COMPUTER APPLICATIONS

A publication under Free Textbook Programme of Government of Tamil Nadu

Department of School Education

Untouchability is Inhuman and a Crime

## **Government of Tamil Nadu**

First Edition - 2018

Revised Edition - 2019, 2020

(Published under New syllabus)

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## **Content Creation**



State Council of Educational  
Research and Training  
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## **Printing & Publishing**



Tamil NaduTextbook and Educational  
Services Corporation

[www.textbooksonline.tn.nic.in](http://www.textbooksonline.tn.nic.in)



## PREFACE

Human civilization achieved the highest peak with the development of computer known as "Computer era".

Literate are those who have the knowledge in using the computer whereas others are considered illiterate inspite of the other degrees obtained.

The growth of the nation at present lies in the hands of the youth, hence the content of this book is prepared in such a way so as to attain utmost knowledge considering the future needs of the youth.

## HOW TO USE THE BOOK?

- This book does not require prior knowledge in computer Technology
- Each unit comprises of simple activities and demonstrations which can be done by the teacher and also students.
- Technical terminologies are listed in glossary for easy understanding
- The " Do you know?" boxes enrich the knowledge of reader with additional information
- Workshops are introduced to solve the exercises using software applications
- QR codes are used to link supporting additional materials in digital form

### How to get connected to QR Code?

- o Download the QR code scanner from the google play store/ apple app store into your smartphone
- o Open the QR code scanner application
- o Once the scanner button in the application is clicked, camera opens and then bring it closer to the QR code in the textbook.
- o Once the camera detects the QR code, a URL appears in the screen. Click the URL and go to the content page.



# CAREER GUIDANCE AFTER 12<sup>TH</sup>

COURSES	COLLEGES/ UNIVERSITIES	PROFESSION
B.E / B.Tech	All University and their affiliated Colleges and Self financing Colleges in India and Abroad.	Software Engineer, Hardware Engineer, Software Development, Healthcare Section, IT & ITEs
<b>Science and Humanities</b>		
B.Sc (Computer Science) BCA B.Sc ( Maths, Physics, Chemistry, Bio-Chemistry, Geography, journalism, Library Sciences, Political Science, Travel and Tourism)	All University and their affiliated Colleges and Self financing Colleges in India and Abroad.	Government Job and Private Company BPO, Geologist, Journalist
<b>LAW</b>		
LLB B.A+LLB B.Com BBM+LLB BBA+LLB	All University and their affiliated Colleges and Self financing Colleges in India and Abroad.	Lawyer, Legal Officer, Govt Job
CA	The Institute of Chartered Accountant of India (ICAI)	CA Private and Govt.
Diploma	Government Polytechnic and Self-financing colleges	Junior Engineer (Government and Private)
<b>Commerce Courses</b>		
B.com-Regular, B.com-Taxation & Tax Procedure, B.com-Travel &Tourism, B.com-Bank Management, B.com-Professional, BBA/BBM-Regular, BFM- Bachelors in Financial Markets, BMS-Bachelors in Management Studies, BAF- Bachelors in Accounting & Finance, Certified Stock Broker & Investment Analysis, Certified Financial Analyst, Certified Financial Planner, Certified Investment Banker	All University and their affiliated Colleges and Self financing Colleges in India and Abroad.	Private Organization , Government ,Banking sectors and prospects for self – employment.



COURSES	COLLEGES/ UNIVERSITIES	PROFESSION
<b>Management Courses</b>		
Business Management Bank Management Event Management Hospital Management Human Resource Management Logistics Management	All University and their affiliated Colleges and Self financing Colleges in India and Abroad.	Private Organization , Government ,Banking sectors and prospects for self – employment.
<b>LAW</b>		
LLB B.A+LLB B.Com BBM+LLB BBA+LLB	All University and their affiliated Colleges and Self financing Colleges in India and Abroad.	Lawyer, Legal Officer, Private Organization , Government, Banking sectors and prospects for self – employment
CA-Chartered Accountant CMA-Cost Management Accountant. CS-Company Secretary (Foundation)	The Institute of Chartered Accountant of India (ICAI)	CA, Private Organization, Government ,Banking sectors and prospects for self – employment.
<b>Science and Humanities</b>		
B.Sc.Botany B.Sc.Zoology B.Sc.Dietician & Nutritionist B.Sc.Home Science B.Sc.Food Technology B.Sc.Dairy Technology B.Sc. Hotel Management B.Sc. Fashion Design B.Sc. Mass Communication B.Sc. Multimedia B.Sc. -3D Animation	All University and their affiliated Colleges and Self financing Colleges in India and Abroad	Government Job and Private Company BPO, Geologist, Journalist
<b>LAW</b>		
LLB B.A+LLB B.Com BBM+LLB BBA+LLB	All University and their affiliated Colleges and Self financing Colleges in India and Abroad.	Lawyer, Legal Officer, Govt Job
CA	The Institute of Chartered Accountant of India (ICAI)	CA Private and Govt.
Diploma	Government Polytechnic and Self- financing colleges	Junior Engineer (Government and Private)



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