



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

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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 12TH

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
Science and Humanities		
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
LAW		
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)
Commerce Courses		
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
Management Courses		
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.
LAW		
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.
Science and Humanities		
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
LAW		
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)



Table of Contents

Chapter No.	Title	Page No	Month
UNIT I –FUNDAMENTALS OF COMPUTER AND WORKING WITH A TYPICAL OPERATING SYSTEMS (WINDOWS & LINUX)			
1	Introduction to Computers	1	June
2	Number Systems	14	June
3	Computer Organisation	32	June
4	Theoretical Concepts of Operating System	41	July
5	Working with Windows Operating System	48	July
UNIT II-OFFICE AUTOMATION TOOLS (WORD PROCESSOR, SPREADSHEET AND PRESENTATION)			
6	Introduction to Word Processor	67	July
7	Working with OpenOffice Calc	102	August
8	Presentation Basics	170	August
UNIT III – WEB PAGE DEVELOPMENT USING HTML AND CSS			
9	Introduction to Internet and Email	202	September
10	HTML - Structural Tags	219	September
11	HTML - Formatting text, Creating Tables, List and Links	238	October
12	HTML - Adding multimedia elements and Forms	268	October
13	CSS - Cascading Style Sheets	286	October
UNIT IV – JAVASCRIPT			
14	Introduction to Javascript	294	November
15	Control Structure in Javascript	315	November
16	JavaScript Functions	331	November
UNIT V – COMPUTER ETHICS AND CYBER SECURITY			
17	Computer Ethics and Cyber Security	337	December
UNIT VI – TAMIL COMPUTING			
18	Tamil Computing	343	December
	Practical	349	



E - book



Assessment