

Digital Computing

What is a Computer?

A Computer is an electronic device with information to store a "data". The word computer has come from a French word "to Compute", which means to calculate. It has the ability to store, retrieve, and process data. You can use a computer for executing basic office work like typing documents, send email, and surf the internet. You can also use it to handle spreadsheets, accounting, database management, presentations, games, and many more.



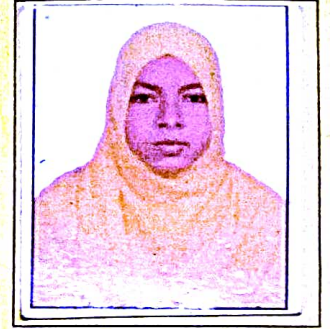
Every computer consists of two basic parts – hardware and software:

- (1) **Hardware:** Is physical entity of your computer which means anything that has a physical structure and which can be touched for e.g. monitor, keyboard etc. It is also known as heart of the computer.
- (2) **Software:** Is any set of instructions that tells the hardware what to do and also how to accomplish each task. For e.g. Microsoft Office, Tally, DTP software's, etc. It can be called as the brain of the computer.

Form No. _____



Anjuman-i-Islam's
Akbar Peerbhoy College of Commerce and Economics
NAAC ACCREDITED COLLEGE
Maulana Shaukatali Road, Do Taki, Mumbai - 400 008.
Tel. No. 23074122 / 2308 3405, Web Site: www.apcollege.org



ADMISSION FORM FOR
DIGITAL LITERACY COURSE
BATCH OCT/NOV-2022

At the desire of my parent/guardian, I seek admission in **DIGITAL LITERACY COURSE** in your college.

FULL NAME OF THE STUDENT:

(Use one square for each alphabet (IN CAPITAL LETTERS))

Surname:	S	H	A	I	K	H													
Name:	S	U	M	A	I	Y	A												
Father's Name:	Z	A	F	F	A	R	-	H	U	S	A	I	N						
Mother's Name:	A	M	I	N	A														

RESIDENTIAL ADDRESS: Ishmail Tale Chawl Room no-7 modi
Compound Ghodopdev, cross road Mazgoen
Pin 400010 Tel 7738105784 C/o Tel. 9819329128

DOB:

1	8	1	1	2	0	0	1
Date	Month	Year					

 Age:

2	2
Year	

 Place of Birth: Mumbai

Nationality: Indian Religion: Islam Caste: Religious Class: Sy.bcom
(Open/SC/ST/OBC)

E-Mail ID: Sumaiyashaikh786900@gmail.com

Aadhaar No. :

9	0	5	8	8	0	5	4	9	8	2	0
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Signature: Sumaiya

Form No. _____



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FULL NAME OF THE STUDENT:

(Use one square for each alphabet (IN CAPITAL LETTERS))

Surname:	K	H	A	N															
Name:	M	U	N	A	F														
Father's Name:	A	K	I	L		K	H	A	N										
Mother's Name:	R	U	K	A	I	Y	A												

RESIDENTIAL ADDRESS: ROOM 24 Kazipura Haji Karam chawal
No 212 Tank Cross Lane Nagpada Mumbai
Pin 400008 Tel 9594981416 Clo Tel. _____

DOB:

1	4	0	4	2	0	0	3
Date	Month	Year					

 Age:

1	9
Year	

 Place of Birth: Delhi

Nationality: INDIA Religion: ISLAM Caste: Muslim Class: _____
(Open/SC/ST/OBC)

E-Mail ID: Khanmunaf.mk@gmail.com

Aadhaar No. :

4	6	7	0	8	5	1	9	4	8	8	9
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Signature:

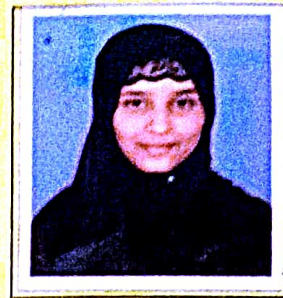
Mona



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(Use one square for each alphabet (IN CAPITAL LETTERS))

Surname:	S	H	A	I	K	H											
Name:	H	U	S	Z	A	R	A										
Father's Name:	N	O	O	R	M	O	H	O									
Mother's Name:	S	A	J	I	O	A	K	H	A	T	O	O	N				

RESIDENTIAL ADDRESS: Modi compound muntaj chawl
Opp. New Masjid ghodapdev Mumbai-
Pin 400010 Tel 8169786710 C/o Tel. _____

DOB:

0	5	0	6	2	0	0	3
Date	Month	Year					

 Age:

1	9
Year	

 Place of Birth:

Mumbai

Nationality: India Religion: Islam Caste: Muslim Class: Open
(Open/SC/ST/OBC)

E-Mail ID: _____

Aadhaar No. :

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Signature:

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FULL NAME OF THE STUDENT:

(Use one square for each alphabet (IN CAPITAL LETTERS))

Surname:

S	H	A	I	K	H														
---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Name:

A	A	F	R	E	E	N		N	A	A	Z								
---	---	---	---	---	---	---	--	---	---	---	---	--	--	--	--	--	--	--	--

Father's Name:

M	O	H	D		A	S	I	F											
---	---	---	---	--	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--

Mother's Name:

S	U	L	T	A	N	A		P	A	R	V	E	E	N					
---	---	---	---	---	---	---	--	---	---	---	---	---	---	---	--	--	--	--	--

RESIDENTIAL ADDRESS: PLOT No. 4 NEW TANK BUNDER DARUKHANA
HUTMENT MAZGAO MUMBAI

Pin 400010 Tel 9702648744 C/o Tel. _____

DOB:

2	5	0	8	2	0	0	0
Date		Month		Year			

Age:

2	2
Year	

Place of Birth:

MH.

Nationality : INDIAN Religion: ISLAM Caste: MUSLIM Class: _____

(Open/SC/ST/OBC)

E-Mail ID: _____

Aadhaar No. :

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Signature:

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Type of Computer:-

Two types of Computer: Personal computer/Desktop and Laptop.

(1) Personal computer: - The personal computers are used in Offices, Home, Go downs, Work shop etc.

The popular types of personal computer are the IBM compatible and Macintosh computers. The first personal computer was produced by IBM in 1981 and was called the IBM PC (International Business Machines).



(2) Laptop computer sometimes called a notebook computer:-

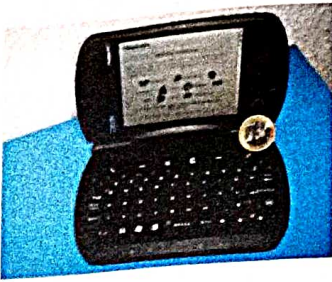
(a) Laptop or notebook PC



(b) Tablets PC



(c) Pocket PC



(d) Personal Digital Assistant (PDA)



(e) Gaming device

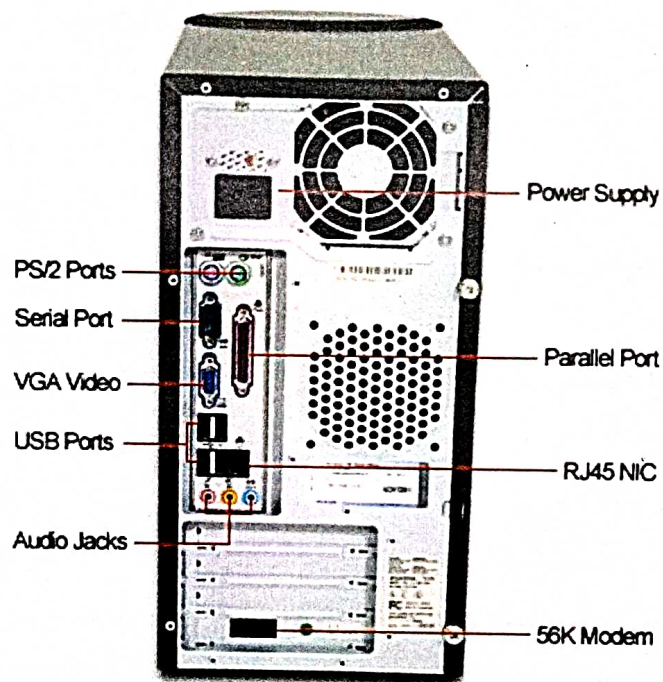


(f) Cell phone device



Back case of computer

1. PS/2 Port
2. Ethernet Port
3. Audio In/Audio Out
4. VGA Port
5. USB Port
6. Serial Port
7. Power Supply
8. Parallel Port
9. Modem



Bits And Bytes

- 1 Keyword Letter in Keyboard = Character
- 4 Character = 1 Bit
- 8 Bits = 1 Byte
- 1024 Bytes = 1 Kilobyte
- 1024 Kilobytes = 1 Megabyte
- 1024 Megabytes = 1 Gigabyte
- 1024 Gigabytes = 1 Terabyte
- 1024 Terabytes = 1 Petabyte
- 1024 Petabyte = 1 Exabytes
- 1024 Exabytes = 1 Zettabyte
- 1024 Zettabyte = 1 Yottabyte

Electronic Numerical Integrator and Computer (ENIAC)

ENIAC's design and construction was financed by the United States Army, Ordnance Corps, Research and Development Command, led by Major General Gladeon M. Barnes.

The work on the computer began in secret at the University of Pennsylvania's Moore School of Electrical Engineering under the code name "Project PX", with John Grist Brainerd as principal investigator.

The total cost was about \$ 4,87,000, which equates to \$ 68,16,000 (approx. 44 Crores) in 2017.

The construction contract was signed on June 5, 1943.

It was completed and introduced on 14TH Feb. 1946.

It was given a code name as 'Project PX'.

Chief investigator was John Grist Brainerd.

It was called as a "Giant Brain" by the press.

It took a human 20 hours in 30 seconds.

It measured 8 feet x 3 feet x 80 feet and weighed 27 tons.

It contained nearly 50 lakhs hand-soldered joints.

It consumed 150 KW of electricity. (Where 1000 watts = 1 Kilo Watts = 1 unit)

It occupied 1800 ft²

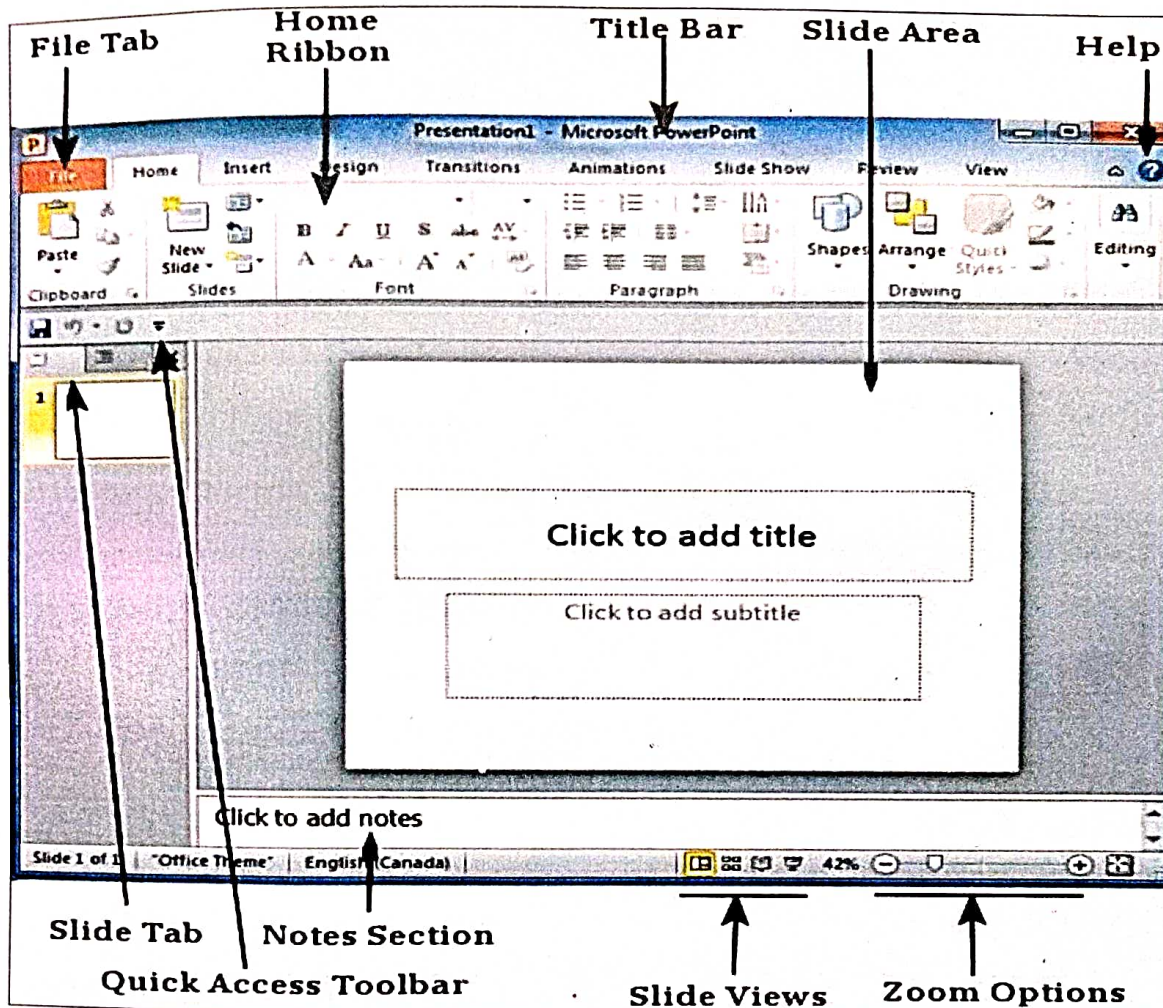
ENIAC contained 17,468 vacuum tubes, 7200 crystal diodes, 1500 relays, 70,000 resistors, 10,000 capacitors and approximately 5,000,000 hand-soldered joints.



Introduction of MS Powerpoint

It is a presentation-based program that uses graphics, videos, etc. to make a presentation more interactive and interesting. The file extension of a saved Powerpoint presentation is ".ppt". A PowerPoint presentation comprising slides and other features is also known as PPT.

PowerPoint allows presenters to translate complex ideas, facts, or figures into easily digestible visuals. Visual representations of information activate the right hemisphere of the brain, which allows viewers to interpret, expound, and engage with what they're seeing.

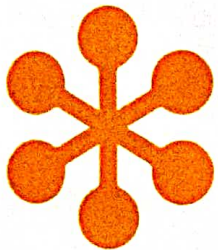


Compare PowerPoint features on different platforms

- Audio features.
- Bi-directional text features.
- Collaboration features.
- Design and layout features.
- Keyboard features.
- Object insertion features.
- Picture features.
- Print features.

Online modes of communication

Online communication is important because it allows people to communicate and collaborate remotely. You can stay in touch with family, friends, and colleagues via personal communication or social media. You can also use it in business to stay on the same page with your work or build a customer base. Online communication is very similar: People may use instant messaging, video chat, or social networking depending on the situation. You can choose whichever methods best fit your needs.



The 10 Best Communication Tools for Remote Teams:

Zoom

Microsoft Teams

Google Hangouts.

Dialpad Meetings.

TrueConf Online.

Skype.

FreeConference.

Lifesize Go.

Slack Video Calls.

Fee Due List of Digital Literacy Course Oct/Nov-2022 Batch

Sr No.	Name of the Students	Class	Div	Roll No.
1	SHAIKH AAYAN SABIR	FYBCom	E	410
2	KHAN WAQAS IMRAN	FYBCom	E	465
3	SHAIKH AFZAL ASLAM	FYBCom	E	436
4	SHAIKH MOHD IMTIYAZ MOHD ASHFAQUE	SYBCom	A	93
5	SIDDIQUE MOHAMMED ASIF SHAKEEL AHMED	FYBCom	D	351
6	SHIAKH SUMAIYA ZAFFAR HUSAIN	SYBCom	A	70
7	SHAIKH UMEZA TARIQUE	TYBCom	C	303
8	SHAIKH SANIYA AKIL	TYBCom	C	288
9	ANSARI MO KARIM MO KAMRUL	TYBCom	A	21
10	SHAIKH GULNAZ JAHAN ABDUL HAMEED	SYBCom	A	61
11	SHAIKH MD GUFRAN ND SHAMSHAD	SYBCom	B	205
12	HUSSAIN MD DILWAR ABDUR RAKIB	SYBCom	A	88
13	SAYYED MOHD ALTAF ANSAR HUSSAIN	SYBCom	D	342
14	SHAIKH ILMA PARVEEN	SYBCom	C	327
15	ISRAILI AFTAB HASAN MUSHARRAF HASAN	TYBCom	B	179
16	SHAIKH YASMIN MOHD DABIR ALAM	SYBCom	C	245
17	SHAIKH KAIKASHA MOHD TAUQEER	SYBCom	A	87
18	QURESHI RUSHI MOHD ASLAM	SYBCom	A	8
19	SHAIKH SADIK SHAMIM	SYBCom	A	57
20	FARIDI HABIBA RIZWAN	SYBCom	A	99
21	KHAN TABASSUM MOBIN	SYBCom	D	379
22	SHAIKH NABILA IBRAHIM	TYBCom	C	344
23	KHAN SUMAIYA AMIRULLAH	FYBCom	B	130
24	SHAIKH AFREEN NAAZ MD ASIF	SYBCom	C	255
25	CHOUHARY SAYEMA KHATOON MOHAMMED RAFIQUE	SYBCom	D	406
26	KHAN MUNAF AKIL	SYBCom	B	171
27	KHAN ANAS SHAHNAWAZ	SYBCom	D	343
28	SHAIKH HUSNARA NOOR MOHD	SYBCom	C	270
29	KHAN AAFREEN MEHBOOB	SYBCom	A	104

Muhammad Ali
Principal
Anjuman-i-Islamiya
Akbar Peerbhoy College of C. & Eco.
M.S. Road, Mumbai - 400 003



Attendance Record of Digital Literacy Course Oct/Nov-2022 Month

Sr No.	Name of the Students	10/27/2022	28-10-22	29-10-22	31-10-22	11/1/2022	11/2/2022	11/3/2022	11/4/2022	11/5/2022	11/7/2022	Total	Per. (%)
1	SHAIKH AAYAN SAHIR	3	3	3	3	3	3	3	3	3	3	30	100.00
2	KHAN WAQAS IMRAN	3	3	3	3	3	3	3	3	3	3	30	100.00
3	SHAIKH ATZAL ASLAM	3	3	3	3	3	3	3	3	3	3	30	100.00
4	SHAIKH MOHD IMTIYAZ MOHD ASHFAQUE	3	3	3	3	3	3	3	3	3	3	30	100.00
5	SIDDIQUE MOHAMMED ASIF SHAKTEL AHMED	3	3	3	3	3	3	3	3	3	3	30	100.00
6	SHAIKH SUMAIYA ZAFAR HUSAIN	3	3	3	3	3	3	3	3	3	3	30	100.00
7	SHAIKH UMEZA TARIQUE	3	3	3	3	3	3	3	3	3	3	30	100.00
8	SHAIKH SANIYA AKIL	3	3	3	3	3	3	3	3	3	3	30	100.00
9	ANSARI MO KARIM MO KAMRUL	3	3	3	3	3	3	3	3	3	3	30	100.00
10	SHAIKH GULNAZ JAHAN ABDUL HAMEED	3	3	3	3	3	3	3	3	3	3	30	100.00
11	SHAIKH MD GUFRAN ND SHAMSHAD	3	3	3	3	3	3	3	3	3	3	30	100.00
12	HUSSAIN MD DILWAR ABDUL RAKIB	3	3	3	3	3	3	3	3	3	3	30	100.00
13	SAYED MOHD ALTAJ ANSAR HUSSAIN	3	3	3	3	3	3	3	3	3	3	30	100.00
14	SHAIKH ILMA PARVEEN	3	3	3	3	3	3	3	3	3	3	30	100.00
15	ISRAILU AFTAB HASAN MUSHARRAF HASAN	3	3	3	3	3	3	3	3	3	3	30	100.00
16	SHAIKH YASMIN MOHD DABIR ALAM	3	3	3	3	3	3	3	3	3	3	30	100.00
17	SHAIKH KAIKASHA MOHD TAQUEER	3	3	3	3	3	0	3	3	3	3	27	90.00
18	QURESHI RUSHI MOHD ASLAM	3	3	3	3	3	3	3	3	3	3	30	100.00
19	SHAIKH SAADIK SHAMIM	3	3	3	3	3	3	3	3	3	3	30	100.00
20	FARIDI HABIBA RIZWAN	3	3	3	3	3	3	3	3	3	3	30	100.00
21	KHAN TABASSUM MOBIN	3	3	3	3	3	3	3	3	3	3	30	100.00
22	SHAIKH NABIULA IBRAHIM	3	3	3	3	3	3	3	3	3	3	30	100.00
23	KHAN SUMAIYA AMIRULLAH	3	3	3	3	0	0	0	0	3	3	18	60.00
24	SHAIKH AREEN NAZ MD ASIF	3	3	3	3	3	3	3	3	3	3	30	100.00
25	CHODHARY SAYEMA KHATOON MOHAMMED BAEDQUE	3	3	3	3	3	3	3	3	3	3	30	100.00
26	KHAN MUNAF AKIL	3	3	3	3	3	3	3	3	3	3	30	100.00
27	KHAN ANAS SHAHNAWAZ	3	3	3	3	3	3	3	3	3	3	30	100.00
28	SHAIKH HUSNARA	3	3	3	3	3	3	3	3	3	3	30	100.00
29	KHAN AAFREEN	3	3	3	0	0	0	0	0	3	3	15	50.00

Digital Literacy

TIME: 1 Hour

Marks: 50

Practical

Marks: 30

- Q.1) Create a table in excel showing Data of 10 students scoring some marks out of 100. Finalise the table with the sums and percentages.
- Q.2) Create a presentation of 6 pages of your choice and show the animation.
- Q.3) Write 15 lines composition on a tourist site visited by you in three paragraph with proper punctuations. (Use Microsoft Word)

Theory (MCQ)

Marks: 08

- 1) MS word is software of _____
(A) Apple (B) Android (C) Google (D) Microsoft
- 2) Which is the word processing software?
(A) Avast (B) MS word 2007 (C) Google Chrome (D) Mozilla Firefox
- 3) What program is used in MS-Word to check the spelling?
(A) Research (B) Word Count (C) Set language (D) Spelling & Grammar
- 4) What is the intersection of a column and a row on a worksheet called ?
(A) Column (B) Value (C) Address (D) Cell
- 5) Statistical calculations and preparation of tables and graphs can be done using
(A) Adobe Photoshop (B) Excel (C) Notepad (D) Power Point
- 6) _____ is a presentation program.
(A) U-torrent (B) Mozilla Firefox (C) MS PowerPoint (D) Slide Panel
- 7) The slide that is used to introduce a topic and set the tone for the presentation is called the _____.
(A) Title slide (B) Bullet slide (C) Table slide (D) Graph slide
- 8) Press _____ to end a presentation.
(A) Tab (B) Esc (C) P (D) E

Theory (Descriptive)

Marks: 12

- 1) What is a Computer?
2) Full Forms of: i) LCD ii) LED iii) USB iv) CPU v) IC
3) What is networking?
4) What is an operating system?
5) What is an online safety?
6) Imagine a full form of the word 'COMPUTER'.

Sr. No.	Name of the Students	Practical	Theory (MCQ)	Theory (Descriptive)	Total	Percentage
		Out of 30	Out of 08	Out of 12	Out of 50	%
1	SHAIKH AAYAN SABIR	29	7	12	48	96.00
2	KHAN WAQAS IMRAN	28	6	12	46	92.00
3	SHAIKH AFZAL ASLAM	27	6	11	44	88.00
4	SHAIKH MOHD IMTIYAZ MOHD ASHFAQUE	30	6	11	47	94.00
5	SIDDIQUE MOHAMMED ASIF SHARHEEL AHMED	30	6	12	48	96.00
6	SHAIKH SUMAIYA ZAFFAR HUSSAIN	29	7	12	48	96.00
7	SHAIKH UMEZA TARIQUE	29	7	12	48	96.00
8	SHAIKH SANIYA AKIL	30	8	12	50	100.00
9	ANSARI MO KAJIM MO KAMRUL	30	8	12	50	100.00
10	SHAIKH GULNAZ JAHAN ABQUL HAMEED	30	8	12	50	100.00
11	SHAIKH MO QURBAN MO SHAMSHAD	27	6	11	44	88.00
12	MUSSAIN MO DILSHAP ABQUR RAJIB	30	8	12	50	100.00
13	SAYYED MOHD AJAF ANSAR HUSSAIN	28	6	12	46	92.00
14	SHAIKH ILMA FARVEEN	30	8	12	50	100.00
15	SHAIKH AFTAB HASAN MUSHAARRAF HASAN	29	6	5	40	80.00
16	SHAIKH YASMIN MOHD DASIR AKRAM	29	7	12	48	96.00
17	SHAIKH KAILASHA MOHD TAUQUEER	29	7	12	48	96.00
18	QURISHI RUSHI MOHD ASLAM	30	8	12	50	100.00
19	SHAIKH SADIQ SHAMIM	29	8	10	47	94.00
20	FARIDI HABIBA RIJWAN	29	8	10	47	94.00
21	KHAN TABASSUM MOBIN	30	7	12	49	98.00
22	SHAIKH NABILA IBRAHIM	29	7	12	48	96.00
23	KHAN SUMAIYA AMIRULLAH	27	6	10	43	86.00
24	SHAIKH AFREEN NAAZ MO ASIF	29	7	12	48	96.00
25	CHOUHARY SAYEMA KHATOON MOHAMMED RAFIQUE	30	7	12	49	98.00
26	KHAN MUNAF AKIL	29	6	10	45	90.00
27	KHAN ANAS SHAHNAWAZ	25	6	10	41	82.00
28	SHAIKH HUSNARA	30	7	12	49	98.00
29	KHAN AAFREEN	30	7	12	49	98.00

Vazir Bhai: 9322995454
8108831810
Isfwar Bhai: 8108779747

SUNNY GENERAL STORES

Dealers in: SCHOOL BOOKS STATIONERY CUTLERY & GIFT ITEMS WHOLESALE & RETAILS AVAILABLE ON REASONABLE COST.
24/J/9, Road No. 10, Baiganwadi, Govandi, Mumbai-43.

No. _____ Date: 3/11/22

M/s. _____

S.No.	PARTICULARS	Qty.	AMOUNT
1	2A AE book 1/2		150
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
₹		Total	150

E. & O. E. For Sunny General Stores
Sto

7506817916

RS GRAPHICS

Shop No.63, Kammu Yaqub Building, Near Café Paradise, Mumbai-400008.

M/s. A.P. College

Sr. No	Description	Qty.	Rate	Amount
1.	Colour Print Out	17	10/-	170/-
			Total	170/-

RS
FOR: RS GRAPHICS



Anjuman-1-Islam's

Peerbhoy College of Commerce & Economics
(NAAC Accredited College)

CERTIFICATE

OF COMPLETION

This Certificate is awarded to

/ Ms. Shaikh MD Imiyaz MD Ashfaq.

of _____ Roll No. _____ Div: _____

For successfully completing

Add on Course in "Digital Literacy"

on, 27/10/23 to 7/11/23

Ahauqul
Program Incharge



Muhammad
Principal



Since 1969

Anjuman-1-Islam's

Peerbhoy College of Commerce & Economics
(NAAC Accredited College)

CERTIFICATE

OF COMPLETION

This Certificate is awarded to

/ Ms. Arsari Aftab Mohammad

of _____ Roll No. _____ Div: _____

For successfully completing

1-yr - Course in "Hardware & Networking"

on 22nd Nov 2022 to 23rd Jan 2023.

Ahsayub
Program Incharge



Muhammad
Principal

Report On

Certificate Distribution ceremony of Add-On –Certificate Course

With an objective to provide opportunity to learn IT skills along with regular degree course to our students of Bcom and unaided section, the IQAC in association with IT department took an initiative to start add-on courses in Hardware Networking and Digital literacy in college campus. 39 students registered and completed the course successfully under the guidance of course-in-charge Prof Altaf Chougale. To felicitate the students certificate distribution ceremony was conducted on Friday 24th February 2023 in auditorium at 11am.

Program started with recitation of Quran. IQAC co-coordinator welcomed the dignitaries and the audience. Vice principal degree section Associate Prof.Hemanth Kumar Jonnala, spoke the relevance of such courses in present time. Principal Professor Dr. Shaukat Ali highlighted the need of additional skills along with regular degree in today's competitive job market. He gave the message that its responsibility of each one to work for the well being of society by discharging our professional duties ethically and sincerely. He encouraged the students to participate more in such number of courses to enhance their skills as well as confidence.

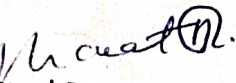
Few students shared their experience. They expressed gratitude for the college and course coordinator for conducting such course. The girl students were happy as they got an opportunity to learn PPT, Excel, MS word through digital literacy course. The practical sessions helped them a lot in understanding the theoretical concepts and information.

Students were rewarded with certificate. At the end vote of thanks was presented by IQAC coordinator Associate Prof.Kirti Menghani. She expressed sincere thanks to authorities, non teaching staff, office staff, course coordinator and staff as well as students attended the program and made it successful.

Prepared By



Associate Prof.Kirti Menghani
(IQAC-Co-ordinator)



Approved By
Prof.Dr Shaukat Ali
(Principal)