
SYLLABI-BOOK MAPPING TABLE

Introduction to Information Technology

Syllabi	Mapping in Book
Unit-I Introduction to Networks: User of a Network, Categories of Networks, Topologies, Network Media & Hardware, Network Software.	Unit 1: Network Basics and Topologies (Pages 3-85)
Unit-II Word Processor: Advantage, Entering Text, Editing Text, Formatting Text, Mail Merge	Unit 2: MS Word (Pages 87-152)
Unit-III Electronic Spreadsheets: Advantages, Application Areas, Creating a Worksheet, Functions, Types of Graphs, Creating Graphs, Formatting Cells, Macros.	Unit 3: MS Excel (Pages 153-266)
Unit-IV Introduction to Internet: Background & History, Working, Major Features, Accessing the Internet, Major Application Areas, Introduction to Multimedia.	Unit 4: Internet and Multimedia (Pages 267-338)