

SYLLABUS

Introduction to Computer

- 1.0 Introduction
- 1.1 Objective
- 1.2 What is Computer
 - 1.2.1 Advantage/Disadvantage of Computer
 - 1.2.2 History of Computer
 - 1.2.3 Generation of Computer
 - 1.2.4 Basic applications of computer
 - 1.2.5 Entertainment
 - 1.2.6 e-governance
- 1.3 Components of Computer System
 - 1.3.1 Central Processing Unit (CPU)
 - 1.3.2 VDU
 - 1.3.3 Keyboard and Mouse
 - 1.3.4 Other input/output Devices
 - 1.3.5 Computer Organization
 - 1.3.6 Computer Memory – Primary & Secondary, Ram & Rom, units of memory
- 1.4 Introduction to Computer Peripherals
 - 1.4.1 Connecting keyboard, mouse, monitor and printer to CPU
 - 1.4.2 Use of Mouse
 - 1.4.3 Working with left Mouse Button
 - 1.4.4 Working with right Mouse Button
 - 1.4.5 Checking Power Supply
- 1.5 Concepts of Hardware and Software
 - 1.5.1 Hardware
 - 1.5.2 Software
 - 1.5.2.1 Application software
 - 1.5.2.2 Systems software
- 1.6 Classifications of Computers

- 1.6.1 Representation of data/Information concepts of data Processing
- 1.6.2 Data and Information
- 1.6.3 Storage of Data/Information as files

Introduction to Windows

- 2.0 Introduction
- 2.1 Objective
- 2.2 Operating System
 - 2.2.1 What is Operating System
 - 2.2.2 Types of Operating System
- 2.3 Operating System and Basics of Windows
 - 2.3.1 User Interface
 - 2.3.2 Using Mouse and Moving Icons on the screen
 - 2.3.3 My Computer
 - 2.3.4 Starting an application using start button, minimize, maximize, restore and closing of window
 - 2.3.5 Taskbar
 - 2.3.6 Status Bar
 - 2.3.7 Recycle Bin
- 2.4 Start Button and Menu selection etc.
 - 2.4.1 Running an Application
 - 2.4.2 Windows Explorer
 - 2.4.3 Creating, Deleting and Renaming of files and folders
 - 2.4.4 Opening and closing of different Windows etc.
- 2.5 Windows Setting
 - 2.5.1 Control Panels
 - 2.5.2 Wall Papers and Screen Savers
 - 2.5.3 Setting the date and Sound etc.
 - 2.5.4 Using Help
 - 2.5.5 Display Properties
- 2.6 Advanced Windows
 - 2.6.1 Using Right Mouse Button

- 2.6.2 Creating short cuts
- 2.6.3 Basics of window set up
- 2.6.4 Notepad
- 2.6.5 Window Accessories
- 2.7 Using Multimedia:
 - 2.7.1 Playing CD's/DVD's
 - 2.7.2 Using Media Player
 - 2.7.3 Sound Recorder

Word Processing

- 3.0 Introduction
- 3.1 Objectives
- 3.2 Word Processing Basics
 - 3.2.1 Opening Word Processing Package
 - 3.2.2 Menu Bar
 - 3.2.3 Toolbar
 - 3.2.4 Using Help
 - 3.2.5 Using Icons below Menu Bar
- 3.3 Opening Documents and Closing Documents
 - 3.3.1 Opening Documents
 - 3.3.2 Save and Save as
 - 3.3.3 Page Setup
 - 3.3.4 Print Preview
 - 3.3.5 Printing of Documents & Other Properties
- 3.4 Display/Hiding of Paragraph Marks
 - 3.4.1 Moving Around in a Document
 - 3.4.2 Scrolling the Document, Scrolling by line/paragraph
 - 3.4.3 Fast Scrolling and Moving Pages
 - 3.4.4 Using a Document/Help Wizard
- 3.5 Text Creation and editing
 - 3.5.1 Creating a document
 - 3.5.2 Selecting & moving text

- 3.5.3 Spell checking
- 3.5.4 Text Selection
- 3.5.5 Editing with cut, copy & paste
- 3.5.6 Undo & Redo
- 3.5.7 Find and Replace
- 3.5.8 Thesaurus
- 3.5.9 Paragraph and Tab Setting
- 3.6 Formatting the Text
 - 3.6.1 Font and Size selection
 - 3.6.2 Bold, Italic and Underline
 - 3.6.3 Alignment of Text: Center, Left, Right and Justify etc
 - 3.6.4 Bullet and Numbering
 - 3.6.5 Border and Shading, Change Case
 - 3.6.6 Working with tabs, Indents & Spacing
 - 3.6.7 Formatting paragraphs, using columns
- 3.7 Table Manipulation
 - 3.7.1 Concept of table: Rows, Columns and Cells
 - 3.7.2 Draw Table
 - 3.7.3 Changing cell Width and Height
 - 3.7.4 Alignment of Text in Cell
 - 3.7.5 Copying of cell
 - 3.7.6 Delete/insertion of row and columns
 - 3.7.7 Borders for Table
 - 3.7.8 Deleting a table
 - 3.7.9 Splitting and merging cells
 - 3.7.10 Converting table to text
 - 3.7.11 Setting table properties
- 3.8 Mail Merge
- 3.9 Printing
 - 3.9.1 Print Preview
 - 3.9.2 Print a selected page, etc.
 - 3.9.3 Paper Orientation
 - 3.9.4 Paper setting/Margin

Spread-Sheet

- 4.0 Introduction
- 4.1 Objectives
- 4.2 Elements of Electronics Spread Sheet
 - 4.2.1 Application/usage of Electronic Spread Sheet
 - 4.2.2 Opening of Spread Sheet
 - 4.2.3 Menu bar
 - 4.2.4 Saving Workbook
 - 4.2.5 Creation of cells and addressing of cells
 - 4.2.6 Inserting new rows & Columns, Worksheets
 - 4.2.7 Editing rows/columns height & width
 - 4.2.8 Renaming, Deleting and Moving a Worksheet
- 4.3 Manipulation of Cells
 - 4.3.1 Cell Addressing
 - 4.3.2 Enter texts
 - 4.3.3 Numbers and Dates
 - 4.3.4 Cell Height and Width
 - 4.3.5 Copying of cells etc.
- 4.4 Formulas
 - 4.4.1 Using Formulas
 - 4.4.2 Using basic functions & formulas a cell
 - 4.4.3 Sum function
 - 4.4.4 Average
 - 4.4.5 Percentage, Other functions.
- 4.5 Function
 - 4.5.1 Data Sorting
 - 4.5.2 Using Subtotals
 - 4.5.3 Applying filters
- 4.6 Chart
 - 4.6.1 Inserting Chart
 - 4.6.2 Formatting chart
- 4.7 Spread Sheets for Small Accountings
 - 4.7.1 Maintaining invoices/budgets

4.7.2 Totaling of various transactions

4.7.3 Maintaining daily & monthly sales report

Power-point

- 5.0 Introduction to PowerPoint, What is PowerPoint, starting PowerPoint, creating and opening a presentation,
- 5.1 PowerPoint views, moving between slides, saving/ closing a presentation, exiting PowerPoint,
- 5.2 Creating a new presentation using the auto content wizard and slide layout. Creating a new presentation using different layouts,
- 5.3 Customizing Presentation:- changing the text formats, adding bullets, aligning text.
- 5.4 Formatting Slides:- Using Color Schemes, background Color and Designs, Adding Pictures/ Graphics on Slide,
- 5.5 Adding Header and Footer, changing slide layouts,
- 5.6 Adding charts of different types to slide, organization chart, Slide show,
- 5.7 Using slide transition:- giving timing, sound and adding animations to slides and using preset animations,
- 5.8 Using Drawing Toolbar,
- 5.9 Slide Master View,
- 5.10 Using Custom Animation:- Animating pictures and Text with Sound effects
- 5.11 Using Page Setup and printing

Internet

- 6.0 Introduction
- 6.1 Objectives
- 6.2 Basic of Computer networks
 - 6.2.1 Local Area Network (LAN)
 - 6.2.2 Wide Area Network (WAN)

- 6.3 Internet
 - 6.3.1 Concept of Internet
 - 6.3.2 Application of Internet
 - 6.3.3 Advantages of Internet
 - 6.3.4 Connecting Internet
- 6.4 Internet service providers (ISP)
 - 6.4.1 Internet Access
 - 6.4.2 Broad Band
 - 6.4.3 Dial-Up
 - 6.4.4 Wi-Fi
 - 6.4.5 Troubleshooting

WWW and Web Browsers

- 7.0 Introduction
- 7.1 Objectives
- 7.2 World Wide Web (WWW)
- 7.3 Web Browser
 - 7.3.1 Internet Explorer
 - 7.3.2 Netscape Communicator
- 7.4 Search Engine and Surfing the Internet
 - 7.4.1 URL address
 - 7.4.2 Searching over the Web
 - 7.4.3 Moving Around in a web-site
 - 7.4.4 Printing and saving web pages
 - 7.4.5 Uploading and Downloading
 - 7.4.6 Chatting

Introduction to E-mail

- 8.0 Introduction
- 8.1 Objectives
- 8.2 Basic of Electronic Mail
- 8.3 Creating new e-mail account

- 8.4 What is an Electronic mail
 - 8.4.1 Email addressing
 - 8.4.2 Mailbox: Inbox and outbox
- 8.5 Sending & checking mails
 - 8.5.1 Creating an E-mail
 - 8.5.2 Viewing an E-mail
 - 8.5.3 Sending an Email
 - 8.5.4 Replying to an E-mail message
 - 8.5.5 Forwarding an e-mail message
 - 8.5.6 Sorting and searching emails
 - 8.5.7 Saving mails
 - 8.5.8 Sending same mail to various users etc.
- 8.6 Document Handling
 - 8.6.1 Sending soft copy as attachment
 - 8.6.2 Sending a portion of document as email
- 8.7 Visiting various sites.