

## Duration of the Course

**Theory:** 25 hrs + **Practical:** 50 hrs. + **Tutorial:** 5 hrs. This course can also be offered as 10 days full time intensive course.

## Syllabus Outline

	<b>Theory</b>	<b>Tutorials</b>	<b>Practical</b>
1. Introduction to computer	2	1	4
2. Introduction to GUI Based Operating System	3	-	8
3. Elements of Word Processing	4	2	10
4. Spreadsheets	4	2	10
5. Computer communication and Internet	4	-	5
6. WWW and web browsers	2	-	3
7. Communication and Collaboration	2	-	2
8. Making small presentations	4	-	8
<b>Grand Total</b>	<b>25</b>	<b>5</b>	<b>50</b>

# DETAILED SYLLABUS

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## 1. INTRODUCTION TO COMPUTER

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- 1.0 Introduction
- 1.1 Objectives
- 1.2 What is Computer?
  - 1.2.1 History of Computers
  - 1.2.2 Characteristics Of Computer System
  - 1.2.3 Basic Applications of Computer
- 1.3 Components of Computer System
  - 1.3.1 Central Processing Unit
  - 1.3.2 Keyboard, mouse and VDU
  - 1.3.3 Other Input devices
  - 1.3.4 Other Output devices
  - 1.3.5 Computer Memory
- 1.4 Concept of Hardware and Software
  - 1.4.1 Hardware
  - 1.4.2 Software
    - 1.4.2.1 Application Software
    - 1.4.2.2 Systems software
  - 1.4.3 Programming Languages
- 1.5 Representation of Data/Information
- 1.6 Concept of Data processing
- 1.7 Applications of IECT
  - 1.7.1 e-governance
  - 1.7.2 Multimedia and Entertainment
- 1.8 Summary
- 1.9 Model Questions and Answers

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## 2. INTRODUCTION TO GUI BASED OPERATING SYSTEM

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- 2.0 Introduction
- 2.1 Objectives
- 2.2 Basics of Operating System
  - 2.2.1 Operating system
  - 2.2.2 Basics of popular operating system (LINUX, WINDOWS)
- 2.3 The User Interface
  - 2.3.1 Task Bar
  - 2.3.2 Icons
  - 2.3.3 Start Menu
  - 2.3.4 Running an Application
- 2.4 Operating System Simple Setting
  - 2.4.1 Changing System Date And Time
  - 2.4.2 Changing Display Properties
  - 2.4.3 To Add Or Remove A Windows Component
  - 2.4.4 Changing Mouse Properties
  - 2.4.5 Adding and removing Printers
- 2.5 File and Directory Management
- 2.6 Types of files
- 2.7 Summary
- 2.8 Model Questions and Answers

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### **3. ELEMENTS OF WORD PROCESSING**

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- 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 Using The Help
  - 3.2.4 Using The Icons Below Menu Bar
- 3.3 Opening 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
- 3.4 Text Creation and manipulation
  - 3.4.1 Document Creation
  - 3.4.2 Editing Text
  - 3.4.3 Text Selection
  - 3.4.4 Cut, Copy and Paste
  - 3.4.5 Font and Size selection
  - 3.4.6 Alignment of Text
- 3.5 Formatting the Text
  - 3.5.1 Paragraph Indenting
  - 3.5.2 Bullets and Numbering
  - 3.5.3 Changing case
- 3.6 Table Manipulation
  - 3.6.1 Draw Table
  - 3.6.2 Changing cell width and height
  - 3.6.3 Alignment of Text in cell
  - 3.6.4 Delete / Insertion of row and column
  - 3.6.5 Border and shading
- 3.7 Summary
- 3.8 Model Questions and Answers

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### **4. SPREAD SHEET**

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- 4.0 Introduction
- 4.1 Objectives
- 4.2 Elements of Electronic Spread Sheet
  - 4.2.1 Opening of Spread Sheet
  - 4.2.2 Addressing of Cells
  - 4.2.3 Printing of Spread Sheet
  - 4.2.4 Saving Workbooks
- 4.3 Manipulation of Cells
  - 4.3.1 Entering Text, Numbers and Dates
  - 4.3.2 Creating Text, Number and Date Series
  - 4.3.3 Editing Worksheet Data
  - 4.3.4 Inserting and Deleting Rows, Column
  - 4.3.5 Changing Cell Height and Width

- 4.4 Function and Charts
  - 4.4.1 Using Formulas
  - 4.4.2 Function
  - 4.4.3 Charts
- 4.5 Summary
- 4.6 Model Questions and Answers

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## **5. COMPUTER COMMUNICATION AND INTERNET**

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- 5.0 Introduction
- 5.1 Objectives
- 5.2 Basics of Computer Networks
  - 5.2.1 Local Area Network (LAN)
  - 5.2.2 Wide Area Network (WAN)
- 5.3 Internet
  - 5.3.1 Concept of Internet
  - 5.3.2 Basics of Internet Architecture
- 5.4 Services on Internet
  - 5.4.1 World Wide Web and Websites
  - 5.4.2 Communication on Internet
  - 5.4.3 Internet Services
- 5.5 Preparing Computer for Internet Access
  - 5.5.1 ISPs and examples (Broadband/Dialup/WiFi)
  - 5.5.2 Internet Access Techniques
- 5.6 Summary
- 5.7 Model Questions and Answers

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## **6. WWW AND WEB BROWSER**

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- 6.0 Introduction
- 6.1 Objectives
- 6.2 Web Browsing Software
  - 6.2.1 Popular Web Browsing Software
- 6.3 Configuring Web Browser
- 6.4 Search Engines
  - 6.4.1 Popular Search Engines / Search for content
  - 6.4.2 Accessing Web Browser
  - 6.4.3 Using Favorites Folder
  - 6.4.4 Downloading Web Pages
  - 6.4.5 Printing Web Pages
- 6.5 Summary
- 6.6 Model Questions and Answers

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## **7. COMMUNICATION AND COLLABORATION**

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- 7.0 Introduction
- 7.1 Objectives
- 7.2 Basics of E-mail
  - 7.2.1 What is an Electronic Mail
  - 7.2.2 Email Addressing
  - 7.2.3 Configuring Email Client
- 7.3 Using E-mails

- 7.3.1 Opening Email Client
- 7.3.2 Mailbox: Inbox and Outbox
- 7.3.3 Creating and Sending a new E-mail
- 7.3.4 Replying to an E-mail message
- 7.3.5 Forwarding an E-mail message
- 7.3.6 Sorting and Searching emails
- 7.4 Advance email features
  - 7.4.1 Sending document by E-mail
  - 7.4.2 Activating Spell checking
  - 7.4.3 Using Address book
  - 7.4.4 Sending Softcopy as attachment
  - 7.4.5 Handling SPAM
- 7.5 Instant Messaging and Collaboration
  - 7.5.1 Using Smiley
  - 7.5.2 Internet etiquettes
- 7.6 Summary
- 7.7 Model Questions and Answers

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## **8. MAKING SMALL PRESENTATIONS**

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- 8.0 Introduction
- 8.1 Objectives
- 8.2 Basics
  - 8.2.1 Using PowerPoint
  - 8.2.2 Opening A PowerPoint Presentation
  - 8.2.3 Saving A Presentation
- 8.3 Creation of Presentation
  - 8.3.1 Creating a Presentation Using a Template
  - 8.3.2 Creating a Blank Presentation
  - 8.3.3 Entering and Editing Text
  - 8.3.4 Inserting And Deleting Slides in a Presentation
- 8.4 Preparation of Slides
  - 8.4.1 Inserting Word Table or An Excel Worksheet
  - 8.4.2 Adding Clip Art Pictures
  - 8.4.3 Inserting Other Objects
  - 8.4.4 Resizing and Scaling an Object
- 8.5 Providing Aesthetics
  - 8.5.1 Enhancing Text Presentation
  - 8.5.2 Working with Color and Line Style
  - 8.5.3 Adding Movie and Sound
  - 8.5.4 Adding Headers and Footers
- 8.6 Presentation of Slides
  - 8.6.1 Viewing A Presentation
  - 8.6.2 Choosing a Set Up for Presentation
  - 8.6.3 Printing Slides And Handouts
- 8.7 Slide Show
  - 8.7.1 Running a Slide Show
  - 8.7.2 Transition and Slide Timings
  - 8.7.3 Automating a Slide Show
- 8.8 Summary
- 8.9 Model Questions and Answers