

# Basic Computer Course (Syllabus)

## Objective

The course is designed to equip a person to use computers for professional as well as day to day use. It provides theoretical background as well as in depth knowledge of Software/ packages. After completing the course the incumbent will be digitally literate and will be able to:

- ❖ Acquire confidence in using computers in Office and General Life;
- ❖ Will be able to identify the basic components of computers and terminology;
- ❖ Understand file management;
- ❖ Create documents using word processor, spreadsheet & presentation software;
- ❖ Understand computer networks, and browse the internet, content search, email etc.

## Duration:

- 2 Months

## Eligibility:

- No any minimum qualification.

## Job Role:

- Computer Operator, Data Entry Operator.

## Chapter-1: Introduction to Computer

Definition, Application, Hardware, Software, Input-Output Device, Primary Memory, Secondary Memory Etc.

## Chapter-2 Introduction to Operating System

Introduction, Operating System, Basics of Operating system, Taskbar, Icon, Mouse, file, folder, Notepad, Wordpad, MS Paint etc.

## Chapter-3 WORD PROCESSING (MS WORD)

Word Processing Basics, Opening Word Processing Package, Title Bar, Menu Bar, Toolbars & Sidebar, Creating a New Document, Opening and Closing Documents, Opening Documents, Save and Save As, Closing Document, Using The Help, Page Setup, Page Layout, Borders, Watermark, Print Preview, Printing of Documents, PDF file and Saving a Document as PDF file, Text Creation and manipulation, Document Creation, Editing Text, Text Selection, Cut, Copy and Paste, Font, Color, Style and Size selection, Alignment of Text, Undo & Redo, AutoCorrect, Spelling & Grammar, Find and Replace, Formatting the Text, Creating and using user defined Styles, Paragraph Indentation, Bullets and Numbering, Change case, Header & Footer, Table Manipulation, Insert & Draw Table, Changing cell width and height, Alignment of Text in cell, Delete / Insertion of Row, Column and Merging & Splitting of Cells, Border and Shading, Mail Merge, Table of Contents, Indexes, Adding Comments, Tracking changes.

## Chapter-4 Presentation (MS POWER POINT)

Creation of Presentation, Creating a Presentation Using a Template, Creating a Blank Presentation, Inserting & Editing Text on Slides, Inserting and Deleting Slides in a Presentation, Saving a Presentation, Manipulating Slides, Inserting Table, Adding ClipArt Pictures, Inserting Other Objects,

Resizing and Scaling an Object, Creating & using Master Slide, Presentation of Slides , Choosing a Set Up for Presentation, Running a Slide Show, Transition and Slide Timings, Automating a Slide Show, Providing Aesthetics to Slides & Printing, Enhancing Text Presentation, Working with Color and Line Style, Adding Movie and Sound, Adding Headers, Footers and Notes, Printing Slides and Hand-out etc.

## **Chapter-5 SPREAD SHEET (MS EXCEL)**

Elements of Spread Sheet, Creating of Spread Sheet, Concept of Cell Address [Row and Column] and selecting a Cell, Entering Data [text, number, date] in Cells, Page Setup, Printing of Sheet, Saving Spreadsheet, Opening and Closing, Manipulation of Cells & Sheet, Modifying / Editing Cell Content , Formatting Cell (Font, Alignment, Style ), Cut, Copy, Paste, Changing Cell Height and Width, Inserting and Deleting Rows, Column, AutoFill, Sorting & Filtering, Freezing panes, Formulas, Functions and Charts(3 Chart -Pie,Bar,Column), Using Formulas for Numbers (Addition, Subtraction, Multiplication & Division), AutoSum, Functions (Sum, Count, MAX, MIN, AVERAGE),Sort etc.

Excel (Basic + Intermediate)- Syllabus Menu wise

### **File Tab**

New,open,Save,Save as,Print,Close,Exit,Info,Export etc.

### **Home Tab**

Copy,Cut,Paste,Format Painter,Bold,Italic,Underline,Border,Font Style,Size,Cell Color,Text/Font Color,SubScript,Superscript,Strikethrough,Alignment,Text Orientation,Indent,Wrap Text,Merge and Cennter,Number format,Conditional Formatting(Basic –greater,less,between,text,duplicate),Format Table,Cell Style,Insert Row/Col/Cell/Sheet,Delete-Row/Col/Cell/Sheet,Format –Col Width ,Row Height,AutoSum,Fill,Clear,Sort,Filter,Find,Select etc.

### **Insert Tab**

Pivot Table(Basic),Table,Picture,Shapes,SmartArt,Screenshot,Pie,Bar,Column chart,Hyperlink,Text Box,Header and footer,WordArt,Object,Signature,Equation,Symbol.

### **Page Layout Tab**

Theme,Margin,Oriientation,Size,Print Area,Break,Background,Print Titles,Scale to fit,Gridline,Geadings,Arrange.

### **Review Tab**

Spelling, Research, Thesaurus, Translate, New Commennt, Protect Sheet, Protect Workbook, Share Workbook, Track Change, etc.

### **View tab**

Workbook View –Normal, Page Break, Page Layout,Custom,Gridline,Formula Bar,Heading,Zoom,Zoom to selection, New Window,Arrange All, Freeze Panes,Split,Hide,Switch,Macros(Basic)

*Note :- Formula and Data Tab/Menu specially are designed for advanced excel.*

## **Chapter-6 INTRODUCTION TO INTERNET**

Search Engine, Browser, URL, Web Page, Web Sites, Email, Railway Reservation System-Hospitals (ORS) etc.