

Basic Computer Course Details

◆ Course Overview

The Basic Computer Course teaches essential computer skills required for daily use, office work, online tasks, and modern digital life.

This course is ideal for beginners who want to build strong computer foundations.

What You Will Learn

1. Introduction to Computers

- What is a computer?
 - Types of computers
 - Hardware vs software
 - Input & output devices
 - Operating systems (Windows)
 - Computer components overview
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2. Windows Operating System

- Desktop, taskbar, icons
 - Managing files & folders
 - Creating, renaming, copying, deleting
 - Installing & uninstalling software
 - Personalization & settings
 - Using Control Panel
 - Keyboard shortcuts
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3. Typing Skills

- Introduction to typing
- Home row keys



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- Speed & accuracy improvement
 - Practice exercises
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4. Microsoft Word (Basics)

- Creating documents
 - Formatting text
 - Adding images & tables
 - Page layout
 - Saving & printing
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5. Microsoft Excel (Basics)

- Introduction to spreadsheets
 - Data entry
 - Cell formatting
 - Basic formulas (SUM, AVG, MAX, MIN)
 - Creating simple charts
 - Sorting & filtering data
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6. Microsoft PowerPoint (Basics)

- Creating presentations
 - Adding slides, text & images
 - Themes & transitions
 - Slide animations
 - Presenting/slideshow mode
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7. Internet & Email

- Browsing websites
 - Using Google search effectively
 - Downloading/uploading files
 - Creating and using Gmail
 - Sending emails & attachments
 - Online safety & privacy awareness
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8. Digital Skills

- Online form filling
 - Using Google Maps
 - Online payments basics (UPI overview)
 - Basic troubleshooting
 - Cloud storage (Google Drive)
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9. Computer Maintenance

- Basic system care
 - Antivirus overview
 - Cleaning temporary files
 - Updating software
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Course Duration

- 1 to 1.5 months (depending on practice)
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Projects / Practical Tasks

- Create a letter in MS Word
- Build a small Excel sheet with formulas
- Make a personal presentation in PowerPoint
- Create and use a Gmail account
- Fill sample online forms

Who Can Join

- Students
- Beginners
- Professionals new to computers
- Job seekers
- Anyone wanting to improve digital skills