

MONTHLY BASIC · ADVANCED BEGINNER LEVEL COMPUTER CLASSES

Batch Starts: 1st September 2025

 **Limited Seats Available!**

Only ₹399

~~₹799~~

 **Location:** Vrindavan Colony, Road No. 1
Walmi AIIMS Road, Patna - 801505

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 **Timing (Morning): 7:00 AM - 8:30 AM**

Features:

-  1 PC per Student
-  Smart Classes
(Modern Setup)
-  Experienced Faculty
-  Fully AC Classroom
-  Certification
After Completion
-  Weekend Test &
Revision Classes

Course Structure:

- Alternate Days Classes
- Theory One Day, Lab Next Day
- Week 1: Basics of Computers & Internet
- Week 2: MS Office (Word)
- Week 3: MS Office (Excel)
- Week 4: MS Office (PowerPoint) + Revision

Book Your Seat Today & Start Learning from Scratch!

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Chapter 1: Basics of Computers & Internet

1.1 Introduction to Computers

- A **computer** is an electronic device that processes data and gives meaningful information.
- It works on the principle of **Input → Processing → Output → Storage (IPOS cycle)**.
- Computers can perform calculations, store information, play multimedia, connect to the internet, and much more.

Main Characteristics of Computers:

1. Speed – Very fast in processing data.
 2. Accuracy – High accuracy with correct instructions.
 3. Storage – Can store a huge amount of data.
 4. Versatility – Can perform multiple tasks (writing, gaming, designing).
 5. Connectivity – Helps in global communication via the internet.
-

1.2 Types of Computers

Computers are classified based on **size and use**:

1. **Supercomputers** – Extremely powerful, used for weather forecasting, scientific research.
 2. **Mainframe Computers** – Used by banks, airlines, and large companies for bulk data.
 3. **Mini Computers** – Smaller than mainframes, used in organizations.
 4. **Microcomputers (PCs)** – Personal computers (desktops, laptops).
 5. **Laptops & Notebooks** – Portable computers.
 6. **Tablets & Smartphones** – Touch-based, easy to carry.
-

1.3 Hardware & Software

- **Hardware**: Physical parts of a computer (keyboard, mouse, monitor, CPU, hard disk).
- **Software**: Programs that run on hardware (Windows, MS Office, Photoshop).

Types of Software:

1. **System Software** – OS (Windows, Linux, macOS).
 2. **Application Software** – MS Office, Browsers, Games.
 3. **Utility Software** – Antivirus, Disk Cleanup tools.
-

1.4 Input, Output & Storage Devices

Input Devices (Data Entry):

- Keyboard, Mouse, Scanner, Microphone, Webcam.

Output Devices (Results Display):

- Monitor, Printer, Speakers, Projector.

Storage Devices:

- **Primary Storage** – RAM (temporary), ROM (permanent).

- **Secondary Storage** – Hard Disk, SSD, Pen Drive, CD/DVD.
 - **Cloud Storage** – Google Drive, OneDrive, Dropbox.
-

1.5 Files and Folders Management

- A **File** is a collection of data (document, image, video).
- A **Folder** is a container that holds files and other folders.
- **File Extensions:**
 - .docx (Word file)
 - .xlsx (Excel file)
 - .pptx (PowerPoint file)
 - .jpg, .png (Images)
 - .mp3 (Audio), .mp4 (Video)

Basic File Operations:

- Create, Save, Open, Copy, Move, Rename, Delete.
-

1.6 Internet Basics & Web Browsers

- The **Internet** is a global network that connects computers worldwide.
 - **Uses of Internet:** Email, Chatting, Social Media, Online Shopping, Online Banking, Education.
 - **Web Browser:** A software to access the internet (Google Chrome, Mozilla Firefox, Microsoft Edge, Safari).
 - **Website:** A collection of web pages (e.g., www.google.com).
 - **URL:** The address of a website.
-

1.7 Search Engines & Online Tools

- **Search Engine:** A program that helps find information on the web.
 - Examples: Google, Bing, Yahoo.
- **How to Search Effectively:**
 - Use keywords (e.g., “Best computer courses in Patna”).
 - Use filters (Images, Videos, News).
- **Online Tools:**
 - Google Docs (Online Word Processing)
 - Google Sheets (Online Excel)
 - Google Drive (Storage)
 - Online Translators, Maps, Payment Apps.

1.8 Email Setup & Usage

- **Email (Electronic Mail):** A digital way to send and receive messages.
- **Popular Email Providers:** Gmail, Outlook, Yahoo Mail.
- **Steps to Create Gmail Account:**
 1. Go to www.gmail.com

2. Click on “Create Account”
3. Fill in details (Name, DOB, Username, Password)
4. Verify with phone number
5. Done – Email account ready.

Using Email:

- Compose, Send, Receive, Reply, Forward.
 - Attachments: Adding files/images.
 - CC (Carbon Copy), BCC (Blind Carbon Copy).
-

1.9 Online Safety & Cyber Security

- The internet is useful but also risky if not used carefully.

Basic Safety Rules:

1. Don’t share personal info (Passwords, Bank Details).
2. Use **Strong Passwords** (Mix of letters, numbers, symbols).
3. Enable **Two-Factor Authentication**.
4. Avoid downloading files from unknown websites.
5. Use Antivirus & keep system updated.
6. Be cautious about **Phishing Emails & Scam Links**.
7. Use Safe Wi-Fi networks.



Chapter 2: MS Word – Documentation

2.1 Getting Started with MS Word

- **Microsoft Word (MS Word)** is a word-processing software used to create, edit, format, and print documents.
- It is widely used for applications, letters, reports, resumes, books, and office documentation.

Steps to Open MS Word:

1. Click **Start Menu** → **Search** → **Microsoft Word**.
2. Select **Blank Document**.
3. The MS Word interface opens with:
 - **Title Bar** – Document name.
 - **Ribbon** – Tabs (Home, Insert, Layout, Review, etc.).
 - **Status Bar** – Page number, word count.
 - **Workspace** – The area where you type.

2.2 Creating, Opening & Saving Documents

- **Create New Document:**
 - File → New → Blank Document.
- **Open Existing Document:**
 - File → Open → Browse → Select File.
- **Save Document:**
 - File → Save / Save As.
 - Choose location (Desktop, Documents).
 - Save with extension .docx (default).
- **Other Save Options:**
 - Save as PDF (File → Save As → PDF).
 - AutoSave (Office 365 & OneDrive).

2.3 Text Formatting & Paragraph Styles

Formatting makes a document look professional.

Basic Text Formatting:

- Font Style (Arial, Times New Roman).
- Font Size (10–72).
- Bold, Italic, Underline.
- Font Color & Highlighting.

Paragraph Formatting:

- Alignment: Left, Right, Center, Justify.
- Line Spacing: Single, 1.5, Double.
- Bullets & Numbering.

- Indentation & Tabs.

Styles:

- Predefined text formats for headings, titles, subtitles.
 - Example: Heading 1, Heading 2.
-

2.4 Page Setup & Layout

- Found under the **Layout Tab**.

Key Options:

1. Margins (Normal, Narrow, Wide, Custom).
 2. Orientation (Portrait / Landscape).
 3. Paper Size (A4, Letter).
 4. Page Breaks (Insert → Break → Page).
 5. Columns (Single, Double, Triple).
 6. Header & Footer (Insert → Header/Footer).
 7. Page Numbering.
-

2.5 Inserting Tables, Pictures & Shapes

- **Tables:** Insert → Table → Select Rows/Columns → Enter data.
- **Pictures:** Insert → Pictures → From Device / Online.
- **Shapes:** Insert → Shapes → Choose (Arrow, Box, Circle).
- **Chart/Graph:** Insert → Chart → Choose (Bar, Line, Pie).

Formatting tools available to **resize, rotate, crop, or style** images and tables.

2.6 Using SmartArt & WordArt

- **SmartArt:** Insert → SmartArt → Choose style (Process, Hierarchy, Cycle, Relationship).
 - Used for flowcharts, diagrams, organizational charts.
 - **WordArt:** Insert → WordArt → Choose Text Style.
 - Makes text decorative with artistic effects.
-

2.7 Tools: Find, Replace, Spell Check

- **Find:** (Ctrl + F) → Search for a word in the document.
 - **Replace:** (Ctrl + H) → Replace one word with another.
 - **Spell & Grammar Check:**
 - Review Tab → Spelling & Grammar.
 - Red underline = spelling mistake.
 - Blue underline = grammar mistake.
-

2.8 Mail Merge Basics

Mail Merge helps send personalized letters/emails to many people at once.

Steps for Mail Merge:

1. Open a new Word Document.
 2. Go to **Mailings Tab → Start Mail Merge → Letters/Email/Envelopes**.
 3. Select **Recipients List** (Excel sheet with Name, Address, Email).
 4. Insert Merge Fields (<<Name>>, <<Address>>).
 5. Preview Results → Finish & Merge → Print or Email.
-

2.9 Practical Exercises

Exercise 1 – Application Letter

- Write an application to your Principal requesting leave for 2 days.
- Use proper formatting: Date, Address, Subject, Body, Signature.

Exercise 2 – Resume/CV Preparation

- Create a professional resume with:
 - Personal Details
 - Education
 - Skills
 - Experience
 - Contact Information
- Use tables for layout, headings for sections.



Chapter 3: MS Excel – Data & Calculations

3.1 Introduction to Excel

- **Microsoft Excel** is a spreadsheet software used for data entry, calculations, analysis, and visualization.
- It organizes data in **rows (horizontal)** and **columns (vertical)**, forming cells.
- Widely used for **accounting, statistics, mark sheets, budgets, data analysis, business reports**.

Key Features:

- Store large data in tabular form.
 - Perform fast calculations using formulas.
 - Create graphs and charts for data visualization.
 - Apply filters and sorting for easy analysis.
-

3.2 Understanding Worksheets & Workbooks

- **Workbook**: The entire Excel file (.xlsx).
- **Worksheet**: A single page/sheet inside a workbook.
- Default: **1 workbook = multiple worksheets** (Sheet1, Sheet2...).

Structure of a Worksheet:

- **Rows** – Horizontal (numbered 1, 2, 3...).
 - **Columns** – Vertical (labeled A, B, C...).
 - **Cell** – Intersection of a row and column (e.g., A1, B2).
 - **Active Cell** – The currently selected cell.
-

3.3 Entering & Formatting Data

- **Types of Data in Excel**:
 - Text (Names, Labels).
 - Numbers (Marks, Prices).
 - Dates & Time.
 - Formulas.

Formatting Options:

- Font style, size, bold, italic, underline.
 - Cell color, border, shading.
 - Number formatting (Currency, Percentage, Decimal places).
 - Merge & Center cells.
 - Wrap Text (adjust long text inside a cell).
-

*3.4 Basic Formulas (+, -, , /)

Formulas allow automatic calculations.

- Begin every formula with =.

Examples:

- $=A1 + B1$ → Adds values of cell A1 and B1.
 - $=C2 - D2$ → Subtracts D2 from C2.
 - $=E3 * F3$ → Multiplies E3 and F3.
 - $=G4 / H4$ → Divides G4 by H4.
-

3.5 Common Functions (SUM, AVERAGE, MAX, MIN)

Excel provides built-in **functions**:

- **SUM()** → Adds values.
 - Example: $=SUM(A1:A10)$ adds numbers from A1 to A10.
 - **AVERAGE()** → Finds average.
 - Example: $=AVERAGE(B1:B5)$ gives mean of values.
 - **MAX()** → Finds largest value.
 - Example: $=MAX(C1:C8)$.
 - **MIN()** → Finds smallest value.
 - Example: $=MIN(D1:D8)$.
-

3.6 Data Sorting & Filtering

- **Sorting:**
 - Home → Sort & Filter → Sort A–Z (ascending) or Z–A (descending).
 - Example: Sort students by name or marks.
 - **Filtering:**
 - Data → Filter → Select criteria.
 - Example: Show only students who scored more than 70%.
-

3.7 Charts & Graphs (Bar, Pie, Line)

Charts make data easier to understand.

- **Bar/Column Chart** – Compare values (e.g., marks of students).
- **Pie Chart** – Show percentage distribution.
- **Line Chart** – Show trends over time (e.g., monthly sales).

Steps to Create a Chart:

1. Select Data Range.
 2. Insert → Chart → Choose type.
 3. Customize (Titles, Labels, Colors).
-

3.8 Conditional Formatting

Used to highlight cells based on conditions.

Examples:

- Highlight marks < 40 in red (fail).
- Highlight highest sales in green.
- Apply color scales, icon sets, or data bars.

Steps:

1. Select data.
 2. Home → Conditional Formatting.
 3. Choose rule (e.g., Greater Than, Less Than).
-

3.9 Practical Exercises

Exercise 1 – Student Marksheets

- Create a sheet with: Roll No, Name, Marks in 5 subjects.
- Calculate: Total, Average, Grade.
- Highlight failed students (marks < 33).
- Create a bar chart of marks.

Exercise 2 – Simple Budget Sheet

- Create columns: Item, Quantity, Price per Unit, Total Price.
- Formula: Total = Quantity * Price.
- Use SUM to calculate Grand Total.
- Create a Pie Chart showing expense distribution.



Chapter 4: MS PowerPoint – Presentation Skills

4.1 Introduction to PowerPoint

- **Microsoft PowerPoint** is a presentation software used to create professional slideshows.
- Widely used in **education, business, training, and seminars**.
- Presentations are made up of **slides**, just like pages in a notebook.

Uses of PowerPoint:

- Classroom teaching.
 - Business meetings & reports.
 - Product launches & marketing.
 - Project presentations.
-

4.2 Creating a New Presentation

Steps:

1. Open **MS PowerPoint**.
2. Click **Blank Presentation** or choose a **Template**.
3. Save file as .pptx.

Interface:

- **Title Bar** – File name.
 - **Ribbon Tabs** – Home, Insert, Design, Animations, Slide Show.
 - **Slides Pane** – Shows slide thumbnails.
 - **Workspace** – Main slide editing area.
-

4.3 Slide Layouts & Themes

- **Slide Layouts** (Home → Layout): Title Slide, Title & Content, Two Content, Comparison, Blank, etc.
 - **Themes & Design** (Design Tab): Apply built-in color schemes and background styles.
 - **Slide Master** – Customize layouts & design for all slides at once.
-

4.4 Adding Text, Images, Tables & Charts

- **Text:** Insert → Text Box → Type content.
- **Images:** Insert → Pictures → Choose from device/online.
- **Tables:** Insert → Table → Select rows/columns.
- **Charts:** Insert → Chart → (Bar, Pie, Line, Column).

Tips for Good Slides:

- ✓ Keep text short (bullet points).
 - ✓ Use high-quality images.
 - ✓ Avoid too much clutter.
-

4.5 Using SmartArt & Multimedia

- **SmartArt:** Insert → SmartArt → Choose (Process, Cycle, Hierarchy, Relationship).
 - Example: Use hierarchy SmartArt for an **organization chart**.
 - **Multimedia:**
 - Insert → Audio → Record/From File.
 - Insert → Video → From File/Online.
 - Example: Add a company video in a business pitch.
-

4.6 Applying Transitions & Animations

- **Transitions:** Effects between slides.
 - Example: Fade, Push, Wipe, Split.
 - Apply from **Transitions Tab**.
- **Animations:** Effects on slide elements (text, images, charts).
 - Example: Appear, Fly In, Zoom, Spin.
 - Use **Animation Pane** for advanced control.

Tips:

- Use transitions/animations **sparingly**.
 - Avoid too many flashy effects.
-

4.7 Slide Show & Presentation Tools

- **Slide Show Mode:**
 - Shortcut: F5 (start from beginning).
 - Shift + F5 (start from current slide).
- **Presenter View:** Shows notes, timer, and next slide (for the presenter only).
- **Tools during Slide Show:**
 - Laser Pointer (Ctrl + Mouse).
 - Pen/Highlighter for drawing on slides.
 - Next/Previous navigation arrows.

4.8 Printing & Exporting Presentations

- **Printing:** File → Print → Options: Full Page Slides, Handouts, Notes Pages.
 - **Exporting:**
 - File → Export → PDF/XPS → Save as PDF.
 - File → Export → Create Video → MP4 format.
 - File → Export → Package Presentation → CD/USB.
-

4.9 Practical Exercises

Exercise 1 – Career Presentation

- Create a **5-slide presentation** on "My Dream Career":
 1. Title Slide – Your Name & Topic.
 2. Why you chose this career.

3. Required skills & qualifications.
4. Career growth opportunities.
5. Conclusion & thank you slide.

Exercise 2 – Business Pitch Presentation

- Create a **6-slide business pitch** for a product:
 1. Company & Product Name.
 2. Problem your product solves.
 3. Features & Benefits.
 4. Market Opportunity.
 5. Sales/Marketing Plan.
 6. Closing Slide with Contact Info.



Chapter 5: Revision & Tests

5.1 Weekly Recap of All Modules

This section reviews all the topics covered in the course:

- **Week 1–2: Basics of Computers & Internet**
 - Introduction, Types of Computers, Hardware & Software
 - Files, Folders, Internet, Email, Cyber Safety
- **Week 3–4: MS Word – Documentation**
 - Creating & Formatting Documents
 - Page Layout, Tables, SmartArt, Mail Merge
 - Resume & Application Letter writing
- **Week 5–6: MS Excel – Data & Calculations**
 - Worksheets, Formulas, Functions
 - Sorting, Filtering, Charts, Conditional Formatting
 - Marksheets & Budget exercises
- **Week 7: MS PowerPoint – Presentation Skills**
 - Slides, Layouts, Themes
 - SmartArt, Multimedia, Transitions & Animations
 - Business Pitch & Career Presentation

5.2 Practice Questions & Assignments

Sample Questions – Basics of Computers

1. Define hardware and software with examples.
2. What is the difference between RAM and ROM?
3. Write two uses of the Internet in daily life.

Sample Questions – MS Word

1. How do you insert page numbers in MS Word?
2. What is the difference between Header and Footer?
3. Explain Mail Merge in your own words.

Sample Questions – MS Excel

1. Write the formula to find the average of marks from A1 to A5.
2. Differentiate between workbook and worksheet.
3. Which function is used to find the largest value in Excel?

Sample Questions – MS PowerPoint

1. What is the use of Slide Master?
2. Define Transitions and Animations.
3. Write steps to add a chart in PowerPoint.

5.3 Real-Life Project Tasks

1. **Word Project:** Create your **Resume** with professional formatting, tables, and a cover letter.
 2. **Excel Project:** Prepare a **Monthly Expense Tracker** with totals, averages, and a pie chart.
 3. **PowerPoint Project:** Create a **Business/Product Presentation** with at least 6 slides including SmartArt, charts, and transitions.
-

5.4 Mock Test Paper

Section A – Multiple Choice Questions (1 mark each):

1. Which key opens a new workbook in Excel?
 - o (a) Ctrl + N (b) Ctrl + O (c) Ctrl + S (d) Ctrl + P
2. Which of the following is an output device?
 - o (a) Keyboard (b) Mouse (c) Monitor (d) Scanner
3. In PowerPoint, shortcut key to start a slideshow is:
 - o (a) F2 (b) F5 (c) F7 (d) Esc

Section B – Short Questions (3 marks each):

1. Write steps to insert a table in MS Word.
2. What is Conditional Formatting in Excel? Give one example.
3. Explain the difference between Slide Layout and Theme.

Section C – Practical Task (5 marks each):

1. In Word: Type an application letter with proper formatting.
 2. In Excel: Create a student mark sheet with Total & Average.
 3. In PowerPoint: Prepare a 3-slide presentation about yourself.
-

5.5 Final Certification Project

This project will combine **Word + Excel + PowerPoint** skills.

Project Title: *Digital Portfolio*

Requirements:

1. **MS Word:**
 - o Write a Resume (with education, skills, experience).
 - o Add a Cover Letter to apply for a job.
2. **MS Excel:**
 - o Prepare a Monthly Budget Sheet with Income & Expenses.
 - o Use formulas (SUM, AVERAGE) and create a Pie Chart.
3. **MS PowerPoint:**
 - o Create a Presentation titled “*My Career Journey*”.
 - o Minimum 5 slides (Introduction, Skills, Achievements, Goals, Thank You).
 - o Add transitions, images, and charts.

Submission:

- Students must submit all three files (Word, Excel, PPT).
- This will be evaluated as the **Final Certification Exam**.



End of Chapter 5



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