

Curriculum for the course of

Basics of Computer

Course Instructor –

Learning Objectives

This course will provide a basic knowledge of Computer and its features. It also covers topics such as Keyboard, Notepad, Microsoft Office, Visual Studio Code, Cloud Storage and Importance of Programming.

Learning Outcomes

At the end of the course participants should be able to -

- Know how to operate Computer.
- Use of Microsoft Office.
- Importance of Visual Studio Code.
- How to store data in cloud.
- Importance of Programming.

Prerequisites

Computer basics or equivalent.

Schedule

No	Topic	Total hours
1	Introduction to Computer	3
2	Keyboard	3
3	Notepad	4
4	Microsoft Paint	10
5	Power Point	8
6	MS Word	12
7	Microsoft Excel Sheet	5
8	Visual Studio Code	4
9	Cloud Storage	2
10	Importance of Programming	1
11	Doubt Solving	2

CURRICULUM

1. Introduction to Computer

- Icons in Computer
- What is Computer?
- Why Computer?
- Computer Applications
- History of Computer
- Different parts of Computer
- Bit and Byte Concept

2. Keyboard

- Introduction to Keyboard
- Using Keyboard shortcuts

3. Notepad

- How to open Windows Notepad?
- How to create a text file using Notepad
- Notepad Alternatives
- Notepad for (light) text editing?

4. Microsoft Paint

- Introduction of MS Paint
- How to Open MS Paint?
- Tabs of MS Paint
- The MS Paint Tools Features and Uses
- How to Paint In MS Paint?
- Resizing an Image

5. Power Point

- What is Power Point?
- Power Point 2016 Editing Window
- Opening Power Point
- Creating New Presentations
- PowerPoint Slides
- Slide Layouts
- Applying a Theme
- Text
- Adding Content
- Viewing Presentations
- Power Point Help
- Printing your Presentation

6. MS Word

- Introduction to MS word
- What are the uses of MS word?
- How to create an MS word document?
- Features of MS word
- Home
- Insert
- Design
- Page Layout
- References
- Mailings
- Review
- View

7. Microsoft Excel Sheet

- Getting Started
- Creating A New Document
- Saving Your Document
- Ribbon
- Formatting
- Inserting Smart Art Graphics
- Printing
- Other Helpful Functions

8. Visual Studio Code

- What is Visual Studio Code
- Features of Visual Studio Code
- Why is Visual Studio Code so Popular?
- Overview of Visual Studio IDE Benefits
- Why Visual Studio Code?
- Visual Studio Code on Windows
- How to run a folder in Visual Studio Code
- How to write a code in Visual Studio
- How to open code or terminal

9. Cloud Storage

- What is cloud Storage?
- Example of Cloud Storage
- Why do we need cloud Storage?
- Benefits of Using Cloud Storage
- Demerits of cloud storage
- Scope of Cloud Computing As a Career
- Cloud Computing Salary in India

10. Importance of Programming

- What is Programming?
- What is a Program?
- Why is it Important to Know about Computer Programming?
- What is the Future Impact of Computer Programming?
- What are the Important Computer Programming Languages to Learn?