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

1. **Keyboard**

* Introduction to Keyboard
* Using Keyboard shortcuts

1. **Notepad**

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

1. **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

1. **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

1. **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

1. **Microsoft Excel Sheet**

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

1. **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

1. **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

1. **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?