

Course on Computer Concepts(CCC) Syllabus

Introduction to Computer

1 hour

1. Introduction

1.1. Objectives

1.2. What is Computer?

1.2.1. History of Computer

1.2.2. Characteristics of Computer System

1.2.3. Basic application of computer

1.3. Components of Computer System

1.3.1. Central Processing Unit (CPU)

1.3.2. Input devices

1.3.3. Output devices

1.3.4. Computer Memory

1.4. Concept of Hardware and Software

1.4.1. Hardware

1.4.2. Software

1.4.2.1. Application Software

1.4.2.2. System Software

1.4.3. Programming Language

1.5. Summary

1.6. Model question and answers

Introduction of Operating System

1 hour Theory +1 hour Practical

1. Introduction

1.1. Objectives

1.2. Basic of Operating System

1.2.1. Operating System

1.2.2. Basic of popular operation system (WINDOWS)

1.3. The User Interface

- 1.3.1. Task Bar
- 1.3.2. Icons
- 1.3.3. Start Menu
- 1.3.4. Running an Application
- 1.4. Operating System simple setting
 - 1.4.1. Changing system Date and Time
 - 1.4.2. Changing display properties
 - 1.4.3. To Add or Remove a Windows components
 - 1.4.4. To Add or Remove a Program
 - 1.4.5. Adding and Removing Printers
- 1.5. Types of files
- 1.6. Summary
- 1.7. Model question and answer

Word Processing

4 hours Theory + 8 hours Practical

- 1. Introduction**
- 2. Objectives**
- 3. Word Processing Basics**
 - 3.1. Opening Word Processing Package
 - 3.2. Menu Bar
 - 3.3. Using the Help
 - 3.4. Using the Icons below Menu Bar
- 4. Opening and closing Documents**
 - 4.1. Opening Documents
 - 4.2. Save and Save as
 - 4.3. Page Setup
 - 4.4. Print Preview
 - 4.5. Printing of Documents
- 5. Text Creation and manipulation**
 - 5.1. Document Creation
 - 5.2. Editing Text
 - 5.3. Text Selection

- 5.4. Cut, Copy and Paste
- 5.5. Paste with Format Painter
- 5.6. Font and Size selection
- 5.7. Alignment of Text

6. Formatting the Text

- 6.1. Paragraph Indenting
- 6.2. Bullets and Numbering
- 6.3. Changing case

7. Table Manipulation

- 7.1. Draw Table
- 7.2. Changing cell width and height
- 7.3. Alignment of Text in cell
- 7.4. Delete/Insertion of row and column
- 7.5. Border and shading

8. Insert Illustration

- 8.1. Picture
- 8.2. Shape
- 8.3. Smart Art
- 8.4. Chart
- 8.5. Screen Shot

9. Header & Footer

- 9.1. Insert Header
- 9.2. Insert footer

10. Insert content

- 10.1. Signature Line
- 10.2. Date & Time
- 10.3. Equation
- 10.4. Symbol

11. Page Background

- 11.1. Water Mark
- 11.2. Page colour
- 11.3. Page Border

12. Page Setup

- 12.1. Margins

12.2. Orientation

12.3. Columns

12.4. Page Breaks

13. Spelling & Grammar

14. Model Questions and Answers

Office Indic (Gujarati typing)

1 hour Theory + 2 hours Practical

1. Installation of the Indic

2. Switching of Key Board

3. On fly help

Spread Sheet

3 hours Theory + 8 hours Practical

1. Introduction

2. Objectives

3. Elements of Electronic Spread Sheet

3.1. Opening of Spread Sheet

3.2. Addressing of Cells

3.3. Printing of Spread Sheet

3.4. Saving Workbooks

4. Manipulation of Cells

4.1. Entering Text, Numbers and Dates

4.2. Creating Text, Number and Date Series

4.3. Editing Worksheet Data

4.4. Formatting Worksheet Data

4.5. Inserting and Deleting Rows, Column

4.6. Changing Cell Height and Width

4.7. Cut, Copy, Paste & Move Cell value

5. Function and Charts

5.1. Using Formulas

5.2. Function

5.3. Charts

5.4. Using Filter

5.5. Insert Object

6. Summary

7. Model Questions and Answers

Make a small Presentation

3 hours Theory + 8 hours Practical

1. Introduction

2 Objectives

3. Basics of Power Point

3.1. Using PowerPoint

3.2 Opening a PowerPoint Presentation

3.3 Saving a Presentation

4. Creation of Presentation

4.1. Creating a Presentation Using a Template

4.2 Creating a Blank Presentation

4.3 Entering and Editing Text

4.4. Inserting and Deleting Slides in a Presentation

5. Preparation of Slides

5.1. Inserting Word Table or an Excel Worksheet

5.2. Adding Clip Art Pictures

5.3. Inserting Other Objects

5.4. Resizing and Scaling an Object

6. Providing Aesthetics

6.1. Enhancing Text Presentation

6.2. Working with Colour and Line Style

6.3 Adding Movie and Sound

6.4. Adding Headers and Footers

7. Presentation of Slides

7.1. Viewing A Presentation

7.2. Choosing a Set Up for Presentation

7.3. Printing Slides And Hand-outs

8. Slide Show

8.1. Running a Slide Show

8.2. Transition and Slide Timings

8.3. Automating a Slide Show

9. Summary

10. Model Questions and Answers

WWW and Web Browser

1 hours Theory + 1 hours Practical

1. Introduction

2. Objectives

3. Web Browsing Software

3.1. Popular Web Browsing Software

4. Configuring Web Browser

5. Search Engines

5.1. Popular Search Engines/Search for content

5.2. Accessing Web Browser

5.3. Using Favourites Folder

5.4. Downloading from Web Pages

5.5. Add Bookmarks

5.6. Printing Web Pages

6. Summary

7. Model Questions and Answers

Outlook

1 hour Theory + 2 hours Practical

1. Introduction

2. Objectives

3. Basics of E-mail

3.1. What is an Electronic Mail

3.2. Make a new E-mail ID 3.3. Email Addressing

3.4. Configuring Email Client

4. Using E-mails

4.1. Opening Email Client

4.2. Mailbox: Inbox and Outbox

4.3. Creating and sending a new E-mail

- 4.4. Replying to an E-mail message
- 4.5. Forwarding an E-mail message
- 4.6. Sorting and Searching emails
- 5. Advance email features
 - 5.1. Sending document by E-mail
 - 5.2. Activating Spell checking
 - 5.3. Using Address book
 - 5.4. Sending Softcopy as attachment
 - 5.5. Manage SPAM mail
- 6. Instant Messaging and Collaboration
 - 6.1. Using Smiley
 - 6.2. Internet etiquettes
- 7. Summary
- 8. Model Questions and Answers