

Course on Computer Concepts(CCC+) Syllabus

Introduction to Computer

1 hour

1. Introduction
2. Objectives
3. What is Computer?
 - 3.1. History of Computer
 - 3.2. Characteristics of Computer System
 - 3.3. Basic application of computer
4. Components of Computer System
 - 4.1. Central Processing Unit (CPU)
 - 4.2. Input devices
 - 4.3. Output devices
 - 4.4. Computer Memory
5. Concept of Hardware and Software
 - 5.1. Hardware
 - 5.2. Software
 - 5.2.1. Application Software
 - 5.2.2. System Software
 - 5.3. Programming Language
6. Representation of Data/Information
7. Concept of Data processing
8. Summary
9. 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. File Management

- 1.6. Types of files
- 1.7. Summery
- 1.8. 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. Using Links
 - 9.1. Hyper Links
 - 9.2. Book Mark
10. Header & Footer
 - 10.1. Insert Header

- 10.2. Insert footer
- 1.1. Insert content
 - 11.1. Signature Line
 - 11.2. Date & Time
 - 11.3. Equation
 - 11.4. Symbol
- 1.2. Page Background
 - 12.1. Water Mark
 - 12.2. Page colour
 - 12.3. Page Border
- 1.3. Page Setup
 - 13.1. Margins
 - 13.2. Orientation
 - 13.3. Columns
 - 13.4. Page Breaks
- 1.4. Arrange Content
 - 14.1. Position
 - 14.2. Wrap Text
 - 14.3. Align
 - 14.4. Rotate
- 15. Make a Mail Merge
 - 15.1. Letters
 - 15.2. E-Mail Messages
 - 15.3. Envelops
 - 15.4. Labels
 - 15.5. Directory
 - 15.6. Step-by-Step Mail Merge Wizard
- 16. Spelling & Grammar (F7)
- 17. Thesaurus
- 18. Track Change
 - 18.1 Track Change
 - 18.2. Lock Tracking
- 19. Macros
- 20. Model Questions and Answers

Spread Sheet

4 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. Formulas and Function
 - 5.1. Using Formulas
 - 5.2. Using difference Function
- 6. Charts
 - 6.1. Column Chart
 - 6.2. Pie Chart
 - 6.3. Line Chart
 - 6.4. Bar Chart
- 7. Use of Filter function
 - 7.1. Auto Filter
 - 7.2. Advance Filter
- 8. Pivot
 - 8.1. Pivot Table
 - 8.2. Pivot Chart
- 9. Summary
- 10. Model Questions and Answers

Power Point Presentation

4 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

Internet Access and Web Browser

1 hours Theory + 2 hours Practical

1. Introduction
2. Objectives
3. Basics of Computer Networks
 - 3.1. Local Area Network (LAN)
 - 3.2. Wide Area Network (WAN)
4. Internet
 - 4.1. Concept of Internet
 - 4.2. Basics of Internet Architecture
5. Services on Internet
 - 5.1. World Wide Web and Websites
 - 5.2. Communication on Internet
 - 5.3. Internet Services
6. Preparing Computer for Internet Access
 - 6.1. Internet Access Techniques
7. Web Browsing Software
 - 7.1. Popular Web Browsing Software
8. Configuring Web Browser
9. Search Engines
 - 9.1. Popular Search Engines/Search for content
 - 9.2. Accessing Web Browser
 - 9.3. Using Favourites Folder
 - 9.4. Downloading from Web Pages
 - 9.5. Add Bookmarks
 - 9.6. Printing Web Pages
10. Summary
11. Model Questions and Answers

Office Indic (Gujarati typing)

1 hour Theory + 4 hours Practical

1. Installation of the Indic
2. Switching of Key Board
3. On fly help

Communication and Collaboration

1 hour Theory + 3 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

- 8.1. Introduction, Basic Settings, Login