

## Syllabus for Basic Level Computer Appreciation Course/Test

1. Introduction to computer
  - 1.1 What is computer?
    1. Characteristics of Computers
    2. Basic Applications of Computer
  - 1.2 Components of Computer System
    1. Central Processing Unit(CPU)
    2. VDU, Keyboard and Mouse
    3. Other input/output Devices
    4. Computer Memory
    5. Concepts of Hardware and Software
  - 1.3 Classifications of computers
  - 1.4 Representation of data/Information concepts of data processing
    1. Definition of Information and data
    2. Basic data types
    3. Storage of data/Information as files
2. Introduction to Windows
  - 2.1 What is an operating system and basics of Windows
  - 2.2 The User Interface
    1. Using Mouse and Moving Icons on the screen
    2. The My Computer Icon
    3. The Recycle Bin
    4. Status Bar, Start and Menu & Menu-selection
    5. Running an Application
    6. Windows Explorer Viewing of File, Folders and Directories
    7. Creating and Renaming of files and folders
    8. Opening and closing of different Windows
  - 2.3 Windows Setting
    1. Control Panels
    2. Wall paper and Screen Savers
    3. Setting the date and Sound
    4. Concept of menu Using Help
  - 2.4 Advanced Windows
    1. Using right Button of the Mouse
    2. Creating Short cuts
    3. Basics of Window Setup

4. Notepad
5. Window Accessories

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3. Basic DOS commands
  - 3.1 Comparison of DOS and Windows
  - 3.2 Switching Between DOS and Windows
  - 3.3 Basic DOS Commands
    1. File/Directory Manipulations
    2. Copying of files and Disks
    3. Delete/Undelete
    4. Formatting a floppy
4. Elements of Word Processing
  - 4.1 Word Processing Basic
    1. An Introduction to Word Processing
    2. Opening Word Processing Package
    3. The Menu Bar
    4. Using the Help
    5. Using the Icons below menu bar
  - 4.2 Opening Documents and Closing documents
    1. Opening Documents
    2. Save and Save AS
    3. Page Setup
    4. Printing of Documents
    5. Display/Hiding of Paragraph Marks and Inter Word Space
  - 4.3 Moving Around in a Document
    1. Scrolling the Document
    2. Scrolling by line/paragraph
    3. Fast Scrolling and Moving Pages
  - 4.4 Using a Document/Help Wizard
  - 4.5 Text Creation and Manipulation
    1. Paragraph and Tab Setting
    2. Text Selection
    3. Cut, copy and paste
    4. Font and Size selection
    5. Bold ,Italic and Underline
    6. Alignment of Text: Center, Left, right and Justify
  - 4.6 Formatting the Text
    1. Changing font, Size and Color
    2. Paragraph indenting
    3. Bullets and Numbering
    4. Use of Tab and Tab setting
    5. Changing case
  - 4.7 Handling Multiple Documents
    1. Opening and closing of Multiple documents
    2. Cut, Copy and Paste across the documents

### 3. Saving of Clip boards

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#### 4.8 Table Manipulation

1. Concept of table: Rows Columns and Cells
2. Draw Table
3. Changing cell Width and Height
4. Alignment of Text in Cell
5. Copying of cell
6. Delete/insertion of row and columns
7. Borders for Table

#### 4.9 Printing

1. Printing
2. Print Preview
3. Print a selected page

### 5. Spread Sheet

#### 5.1 Elements of Electronics Spread Sheet

1. Application/usage of Electronic Spread Sheet
2. Opening of Spread Sheet
3. The menu bar
4. Creation of cells and addressing of cells
5. Cell inputting

#### 5.2 Manipulation of cells

1. Enter texts numbers and dates
2. Creation of tables
3. Cell Height and Widths
4. Copying of cells

#### 5.3 Providing Formulas

1. Using basic functions / formalism a cell
2. Sum function
3. Average
4. Percentage
5. Other basic functions

#### 5.4 Spread sheets for Small accountings

1. Maintaining invoices/budgets
2. Totaling of various transactions
3. Maintaining daily and monthly sales reports

### 6. Computer Communication and Internet

#### 6.1 Basic of Computer networks

1. LAN
2. WAN

#### 6.2 Internet

1. Concept of Internet
2. Application of Internet

#### 6.3 Service on Inter Net

1. WWW and web-sites
2. Electronic mails

### 3. Communication on Internet

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- 7. WWW and Web Browsers
  - 7.1 Web Browsing software
    - 1. Internet Explorer
    - 2. Netscape Communicator
  - 7.2 Surfing the Internet
    - 1. Giving the URL address
    - 2. Search
    - 3. Moving Around in a web-site
    - 4. Printing or saving portion of web pages
    - 5. Down loading
  - 7.3 Chatting on Internet
- 8. Email
  - 8.1 Basic of electronic mail
    - 1. What is an Electronic mail
    - 2. Email addressing
    - 3. Mailbox: Inbox and outbox
  - 8.2 Using Emails
    - 1. Viewing an email
    - 2. Sending an Email
    - 3. Saving mails
    - 4. Sending same mail to various users
  - 8.3 Document handling
    - 1. Sending soft copy as attachment
    - 2. Enclosures to email
    - 3. Sending a Portion of document as email
- 9. Making Small Presentations
  - 9.1 Basics
    - 1. Difference between presentation and document
    - 2. Using Power Point
    - 3. Opening a Power Point Presentation
    - 4. Using Wizard for creating a presentation
  - 9.2 Creation of Presentation
    - 1. Title
    - 2. Text Creation
    - 3. Fonts and Sizes
    - 4. Bullets and indenting
    - 5. Moving to Next Slide
  - 9.3 Preparation of Slides
    - 1. Selection of type of Slides
    - 2. Importing text from word documents
    - 3. Moving to next Slide
    - 4. The Slide manager
  - 9.4 Providing aesthetics

1. Slide Designs
2. Background and Text colors
3. Making your own slide format
4. Footnotes and slide numbering

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9.5 Slide Manipulation and Slide Show

9.6 Presentation of the Slides

1. Using the Slide Show
2. Printing the Slides and Handouts
3. Slide sorter
4. Title sorter

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