

## **Basic Computer Course**

### **KNOWING COMPUTER: -**

1. Introduction
2. Objectives
3. What is Computer?
  - Basic Applications of Computer
4. Components of Computer System
  - Central Processing Unit
  - Keyboard, mouse and VDU
  - Other Input devices
  - Other Output devices
  - Computer Memory
5. Concept of Hardware and Software
  - Hardware
  - Software
    1. Application Software
    2. Systems software
6. Concept of computing, data and information
7. Applications of IECT
  - e-governance
  - Entertainment
8. Bringing computer to life
  - Connecting keyboard, mouse, monitor and printer to CPU
  - Checking power supply
9. Summary
10. Model Answers

### **OPERATING COMPUTER USING GUI BASED OPERATING SYSTEM: -**

1. Introduction
2. Objectives
3. Basics of Operating System
  - Operating system
  - Basics of popular operating system (LINUX, WINDOWS)
4. The User Interface

**Website: - [www.shimpyinfotech.com](http://www.shimpyinfotech.com); [info@shimpyinfotech.com](mailto:info@shimpyinfotech.com)**

**Email: [shimpyinfotech@gmail.com](mailto:shimpyinfotech@gmail.com); [sshimpy.srivastava@gmail.com](mailto:sshimpy.srivastava@gmail.com)**

**Address: - Plot No. 36, Harbans Nagar, Meerut Road; Ghaziabad (201002)**

- Task Bar
  - Icons
  - Menu
  - Running an Application
5. **Operating System Simple Setting**
    - Changing System Date And Time
    - Changing Display Properties
    - To Add Or Remove A Windows Component
    - Changing Mouse Properties
    - Adding and removing Printers
  6. **File and Directory Management**
    - Creating and renaming of files and directories
  7. **Common utilities**
  8. **Summary**
  9. **Model Answers**

## **UNDERSTANDING WORD PROCESSING: -**

1. **Introduction**
2. **Objectives**
3. **Word Processing Basics**
  - Opening Word Processing Package
  - Menu Bar
  - Using The Help
  - Using The Icons Below Menu Bar
4. **Opening and closing Documents**
  - Opening Documents
  - Save and Save as
  - Page Setup
  - Print Preview
  - Printing of Documents
5. **Text Creation and manipulation**
  - Document Creation
  - Editing Text
  - Text Selection
  - Cut, Copy and Paste
  - Spell check
  - Thesaurus
6. **Formatting the Text**
  - Font and Size selection
  - Alignment of Text

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**Email: [shimpyinfotech@gmail.com](mailto:shimpyinfotech@gmail.com); [sshimpy.srivastava@gmail.com](mailto:sshimpy.srivastava@gmail.com)**

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- Paragraph Indenting
- Bullets and Numbering
- Changing case

## **7. Table Manipulation**

- Draw Table
- Changing cell width and height
- Alignment of Text in cell
- Delete / Insertion of row and column
- Border and shading

## **8. Summary**

## **9. Model Answers**

### **USING SPREAD SHEET: -**

#### **1. Introduction**

#### **2. Objectives**

#### **3. Elements of Electronic Spread Sheet**

- Opening of Spread Sheet
- Addressing of Cells
- Printing of Spread Sheet
- Saving Workbooks

#### **4. Manipulation of Cells**

- Entering Text, Numbers and Dates
- Creating Text, Number and Date Series
- Editing Worksheet Data
- Inserting and Deleting Rows, Column
- Changing Cell Height and Width

#### **5. Formulas and Function**

- Using Formulas
- Function

#### **6. Summary**

#### **7. Model Answers**

### **INTRODUCTION TO INTERNET, WWW AND WEB BROWSERS: -**

#### **1. Introduction**

#### **2. Objectives**

#### **3. Basic of Computer Networks**

- Local Area Network (LAN)
- Wide Area Network (WAN)

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#### **4. Internet**

- Concept of Internet
- Applications of Internet
- Connecting to the Internet
- Troubleshooting

#### **5. World Wide Web (WWW)**

#### **6. Web Browsing Software**

- Popular Web Browsing Software

#### **7. Search Engines**

- Popular Search Engines / Search for content
- Accessing Web Browser
- Using Favourites Folder
- Downloading Web Pages
- Printing Web Pages

#### **8. Understanding URL**

#### **9. Surfing the web**

- Using e-governance website

#### **10. Summary**

#### **11. Model Answers**

### **COMMUNICATIONS AND COLLABORATION: -**

#### **1. Introduction**

#### **2. Objectives**

#### **3. Basics of E-mail**

- What is an Electronic Mail
- Email Addressing

#### **4. Using E-mails**

- Opening Email account
- Mailbox: Inbox and Outbox
- Creating and Sending a new E-mail
- Replying to an E-mail message
- Forwarding an E-mail message
- Sorting and Searching emails

#### **5. Document collaboration**

#### **6. Instant Messaging and Collaboration**

- Using Instant messaging
- Instant messaging providers
- Netiquettes

#### **7. Summary**

#### **8. Model Answers**

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## **MAKING SMALL PRESENTATIONS: -**

### **1. Introduction**

### **2. Objectives**

### **3. Basics**

- Using PowerPoint
- Opening A PowerPoint Presentation
- Saving A Presentation

### **4. Creation of Presentation**

- Creating a Presentation Using a Template
- Creating a Blank Presentation
- Entering and Editing Text
- Inserting And Deleting Slides in a Presentation

### **5. Preparation of Slides**

- Inserting Word Table or An Excel Worksheet
- Adding Clip Art Pictures
- Inserting Other Objects
- Resizing and Scaling an Object

### **6. Presentation of Slides**

- Viewing A Presentation
- Choosing a Set Up for Presentation
- Printing Slides And Handouts

### **7. Slide Show**

- Running a Slide Show
- Transition and Slide Timings
- Automating a Slide Show

### **8. Summary**

### **9. Model Answers**

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