

Basic Computer & Fundamentals, & MS Office

<u>INTRODUCTION</u>	<u>OPERATING COMPUTER USING GUI BASED OPERATING SYSTEM</u>
<ul style="list-style-type: none"> Objectives What is Computer? Components of Computer System Concept of Hardware and Software Concept of computing, data and information Applications of IECT Bringing computer to life 	<ul style="list-style-type: none"> Introduction Objectives Basics of Operating System The User Interface Operating System Simple Setting File and Directory Management
<u>TYPING</u>	<u>MS - OFFICE</u>
<ul style="list-style-type: none"> English Hindi 	<ul style="list-style-type: none"> MS Word MS Excel MS Powerpoint MS Paint Wordpad Notepad
<u>INTRODUCTION TO INTERNET, WWW AND WEB BROWSERS</u>	<u>COMMUNICATIONS AND COLLABORATION</u>
<ul style="list-style-type: none"> Introduction Objectives Internet World Wide Web (WWW) Web Browsing Softwares Search Engines Understanding URL Surfing the web 	<ul style="list-style-type: none"> Introduction Objectives Basics of E-mail Using E-mails

<u>MS WORD</u>	
<u>TEXT BASICS</u>	<u>TEXT FORMATTING AND SAVING FILE</u>
<ul style="list-style-type: none"> Typing the text, Alignment of text 	<ul style="list-style-type: none"> New, Open, Close, Save, Save As Formatting Text: Font Size, Font Style

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<ul style="list-style-type: none"> Editing Text: Cut, Copy, Paste, Select All, Clear Find & Replace 	<ul style="list-style-type: none"> Font Color, Use the Bold, Italic, and Underline Change the Text Case Line spacing, Paragraph spacing Shading text and paragraph Working with Tabs and Indents
WORKING WITH OBJECTS	HEADER & FOOTERS
<ul style="list-style-type: none"> Shapes, Clipart and Picture, Word Art, Smart Art Columns and Orderings - To Add Columns to a Document Change the Order of Objects Page Number, Date & Time Inserting Text boxes Inserting Word art Inserting symbols Inserting Chart 	<ul style="list-style-type: none"> Inserting custom Header and Footer Inserting objects in the header and footer Add section break to a document
WORKING WITH BULLETS AND NUMBERED LISTS	TABLES
<ul style="list-style-type: none"> Multilevel numbering and Bulleting Creating List Customizing List style Page bordering Page background 	<ul style="list-style-type: none"> Working with Tables, Table Formatting & Table Styles Alignment option Merge and split option
STYLES AND CONTENT	MERGING DOCUMENTS
<ul style="list-style-type: none"> Using Build- in Styles, Modifying Styles Creating Styles, Creating a list style Table of contents and references Adding internal references Adding a Footnote, Adding Endnote 	<ul style="list-style-type: none"> Typing new address list Importing address list from Excel file Write and insert field Merging with outlook contact Preview Result Merging to envelopes Merging to label Setting rules for merges Finish & Merge options
SHARING AND MAINTAINING	PROOFING THE DOCUMENT

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<u>DOCUMENT</u>	
<ul style="list-style-type: none"> Changing Word Options Changing the Proofing Tools Managing Templates Restricting Document Access Using Protected View Working with Templates Managing Templates Understanding building blocks 	<ul style="list-style-type: none"> Check Spelling As You Type. Mark Grammar Errors As You Type. Setting AutoCorrect Options
<u>PRINTING</u>	
<ul style="list-style-type: none"> Page Setup, Setting margins Print Preview, Print 	

<u>MS EXCEL</u>	
<u>INTRODUCTION TO EXCEL</u>	<u>FORMATTING EXCEL WORK BOOK</u>
<ul style="list-style-type: none"> Introduction to Excel interface Understanding rows and columns, Naming Cells Working with excel workbook and sheets 	<ul style="list-style-type: none"> New, Open, Close, Save, Save As Formatting Text: Font Size, Font Style Font Color, Use the Bold, Italic, and Underline Wrap text, Merge and Centre Currency, Accounting and other formats Modifying Columns, Rows & Cells
<u>PERFORM CALCULATIONS WITH FUNCTIONS</u>	<u>SORT AND FILTER DATA WITH EXCEL</u>
<ul style="list-style-type: none"> Creating Simple Formulas Setting up your own formula Date and Time Functions, Financial Functions Logical Functions, Lookup and Reference Functions Mathematical Functions Statistical Functions, Text Functions. 	<ul style="list-style-type: none"> Sort and filtering data Using number filter, Text filter Custom filtering Removing filters from columns Conditional formatting

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<u>CREATE EFFECTIVE CHARTS TO PRESENT DATA VISUALLY</u>	<u>ANALYZE DATA USING PIVOTTABLES AND PIVOT CHARTS</u>
<ul style="list-style-type: none"> • Inserting Column, Pie chart etc. • Create an effective chart with Chart Tool • Design, Format, and Layout options • Adding chart title • Changing layouts • Chart styles • Editing chart data range • Editing data series • Changing chart 	<ul style="list-style-type: none"> • Understand PivotTables, Create a PivotTable • Framework Using the PivotTable and PivotChart • Create Pivot Chart from pivot Table. • Inserting slicer • Creating Calculated fields
<u>PROTECTING AND SHARING THE WORK BOOK</u>	<u>USE MACROS TO AUTOMATE TASKS</u>
<ul style="list-style-type: none"> • Protecting a workbook with a password • Allow user to edit ranges • Track changes • Working with Comments • Insert Excel Objects and Charts in Word • Document and Power point Presentation 	<ul style="list-style-type: none"> • Creating and Recording Macros • Assigning Macros to the work sheets • Saving Macro enabled workbook
<u>PROOFING AND PRINTING</u>	<u>PRINTING</u>
<ul style="list-style-type: none"> • Page setup, Setting print area, Print titles • Inserting custom Header and Footer • Inserting objects in the header and footer • Page Setup, Setting margins, Print Preview, Print • Enable back ground error checking • Setting AutoCorrect Options 	<ul style="list-style-type: none"> • Page Setup, Setting margins • Print Preview, Print

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<u>MS POWERPOINT</u>	
<u>SETTING UP POWERPOINT ENVIRONMENT</u>	<u>CREATING SLIDES AND APPLYING THEMES</u>
<ul style="list-style-type: none"> • New, Open, Close, Save, Save As • Typing the text, Alignment of text • Formatting Text: Font Size, Font Style • Font Color, Use the Bold, Italic, and • Underline • Cut, Copy, Paste, Select All, Clear text • Find & Replace • Working with Tabs and Indents 	<ul style="list-style-type: none"> • Inserting new slide • Changing layout of slides • Duplicating slides • Copying and pasting slide • Applying themes to the slide layout • Changing theme color • Slide background • Formatting slide background • Using slide views
<u>WORKING WITH BULLETS AND NUMBERING</u>	<u>WORKING WITH OBJECTS</u>
<ul style="list-style-type: none"> • Multilevel numbering and Bulleting • Creating List • Page bordering • Page background • Aligning text • Text directions • Columns option • 	<ul style="list-style-type: none"> • Shapes, Clipart and Picture, Word Art, Smart Art • Change the Order of Objects • Inserting slide header and footer • Inserting Text boxes • Inserting shapes, using quick styles • Inserting Word art • Inserting symbols • Inserting Chart
<u>HYPERLINKS AND ACTION BUTTONS</u>	<u>WORKING WITH MOVIES AND SOUNDS</u>
<ul style="list-style-type: none"> • Inserting Hyperlinks and Action Buttons • Edit Hyperlinks and Action Button • Word Art and Shapes 	<ul style="list-style-type: none"> • Inserting Movie From a Computer File • Inserting Audio file • Audio Video playback and format options • Video options, Adjust options • Reshaping and bordering Video
<u>USING SMARTART AND TABLES</u>	<u>ANIMATION AND SLIDE TRANSITION</u>

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<ul style="list-style-type: none"> • Working with Tables, Table Formatting • Table Styles • Alignment option • Merge and split option • Converting text to smart art • 	<ul style="list-style-type: none"> • Default Animation, Custom Animation • Modify a Default or Custom Animation • Reorder Animation Using Transitions • Apply a Slide Transition, Modifying a Transition, Advancing to the Next Slide
<u>USING SLIDE MASTER</u>	<u>PRINTING</u>
<ul style="list-style-type: none"> • Using slide master • Inserting layout option • Creating custom layout • Inserting place holders • Formatting place holders 	<ul style="list-style-type: none"> • Page Setup, Setting margins • Print Preview, Print
<u>SLIDE SHOW OPTION</u>	<u>PROOFING AND PRINTING</u>
<ul style="list-style-type: none"> • Start slide show • Start show from the current slide • Rehearse timing • Creating custom slide show 	<ul style="list-style-type: none"> • Check Spelling As You Type • Setting AutoCorrect Options • Save as video • Save as JPEG files • Save as PowerPoint Show file

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