NAME OF THE COURSE:-BASIC COMPUTER & INTERNET WITH PHOTOSHOP

DURATION: - 01 Month (2HRS/DAY)

Fee : - Rs 500/- (Rs. FIVE HUNDRED ONLY)

ELIGIBILITY: - 8TH PASS

Topics covered:

- Description of hardware – monitor, cpu, keyboard, mouse
- How to turn on computer and monitor
- How to use keyboard
  - Overview of functions on the keyboard
    - Shift key,Caps Lock, Enter key, up and down keys, numbers
  - Term 'press any key'
- How to use a mouse
  - Single clicks vs double clicks
  - Right clicks vs left click
- How to Log On
  - Username
  - Password
- Overview of Task bar
- Overview of Desktop
- Icons
- Start
- Connecting to the world
- Bring up a web browser
- Minimize, Maximize and Close windows
- Scrolling
- Alt, cntl, delete key overview
- Log Off - Standby, turn off, restart

SYLLABUS OUTLINE:

What is Computer?

Basic Applications of Computer

Components of Computer System

Central Processing Unit

Keyboard, mouse and VDU

Other Input devices

Other Output devices

Computer Memory

Concept of Hardware and Software

Hardware

Software

Application Software

Systems software,

MS WORD

Concept of computing, data and information, The User Interface ,Task Bar ,Icons, Menu ,Running an Application, 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 ,File and Directory Management ,Creating and renaming of files and directories, Opening Word Processing Package ,Menu Bar ,Using The Help ,Using The Icons Below Menu Bar, Opening and closing Documents, Opening Documents ,Save and Save as, Page Setup ,Print Preview ,Printing of Documents ,Text Creation and manipulation, Document Creation, Editing Text ,Text Selection, Cut, Copy and Paste ,Spell check, Formatting the Text ,Font and Size selection ,Alignment of Text ,Paragraph Indenting, Bullets and Numbering ,Changing case ,Table Manipulation ,Draw Table ,Changing cell width and height, Alignment of Text in cell, Delete / Insertion of row and column, Border and shading, Printing of Spread Sheet

MS EXCEL

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, Formulas and Function, Using Formulas

MS POWER POINT

Using PowerPoint ,Opening A PowerPoint Presentation ,Saving A Presentation ,Creation of Presentation ,Creating a Presentation Using a Template, Creating a Blank Presentation ,Entering and Editing Text ,Inserting And Deleting Slides in a Presentation ,Preparation of Slides ,Inserting Word Table or An Excel Worksheet ,Adding Clip Art Pictures ,Inserting Other Objects ,Resizing and Scaling an Object ,Presentation of Slides ,Viewing A Presentation ,Choosing a Set Up for Presentation ,Printing Slides And Handouts, Slide Show ,Running a Slide Show ,Transition and Slide Timings ,Automating a Slide Show , Saving Workbooks

INTERNET

,Search Engines ,Popular Search Engines / Search for content, Accessing Web Browser, Using Favorites Folder, Downloading Web Pages ,Printing Web Pages, 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 ,Document collaboration ,Instant Messaging and Collaboration ,Using Instant messaging ,Instant messaging providers

PHOTOSHOP

Theory on graphic designing, Toolbar, Menu Bar, Options Bar, Toolbox All New, Opening an Existing File, Screen Modes, Standard Screen Mode, Full Screen Mode with Menu Bar, Creating a New Document, Saving Files, Reverting Files, Closing Files and Quitting Photoshop. Photo design, invitation card design etc.