

## Necessity of This Course

In today's digital age, computers have become an integral part of our lives. From online shopping to social media, we use computers for almost everything. This has led to a situation where computer literacy has become a necessity for any career. In this blog, we will explore the importance of basic computer training and how it can help you in your career.

Computers have revolutionized the way we work. They have made communication faster and more efficient. They have also made it easier to store and access information. Instead of having to sift through piles of paperwork, we can now search for information with just a few clicks. This has made businesses more productive and efficient.

Basic computer skills are essential for employability and efficiency in today's digital age. Many job positions require basic computer skills like email, Microsoft Office, and internet navigation. Having these skills can increase job prospects and opportunities. Additionally, basic computer skills allow individuals to complete tasks more efficiently, saving time and increasing productivity.

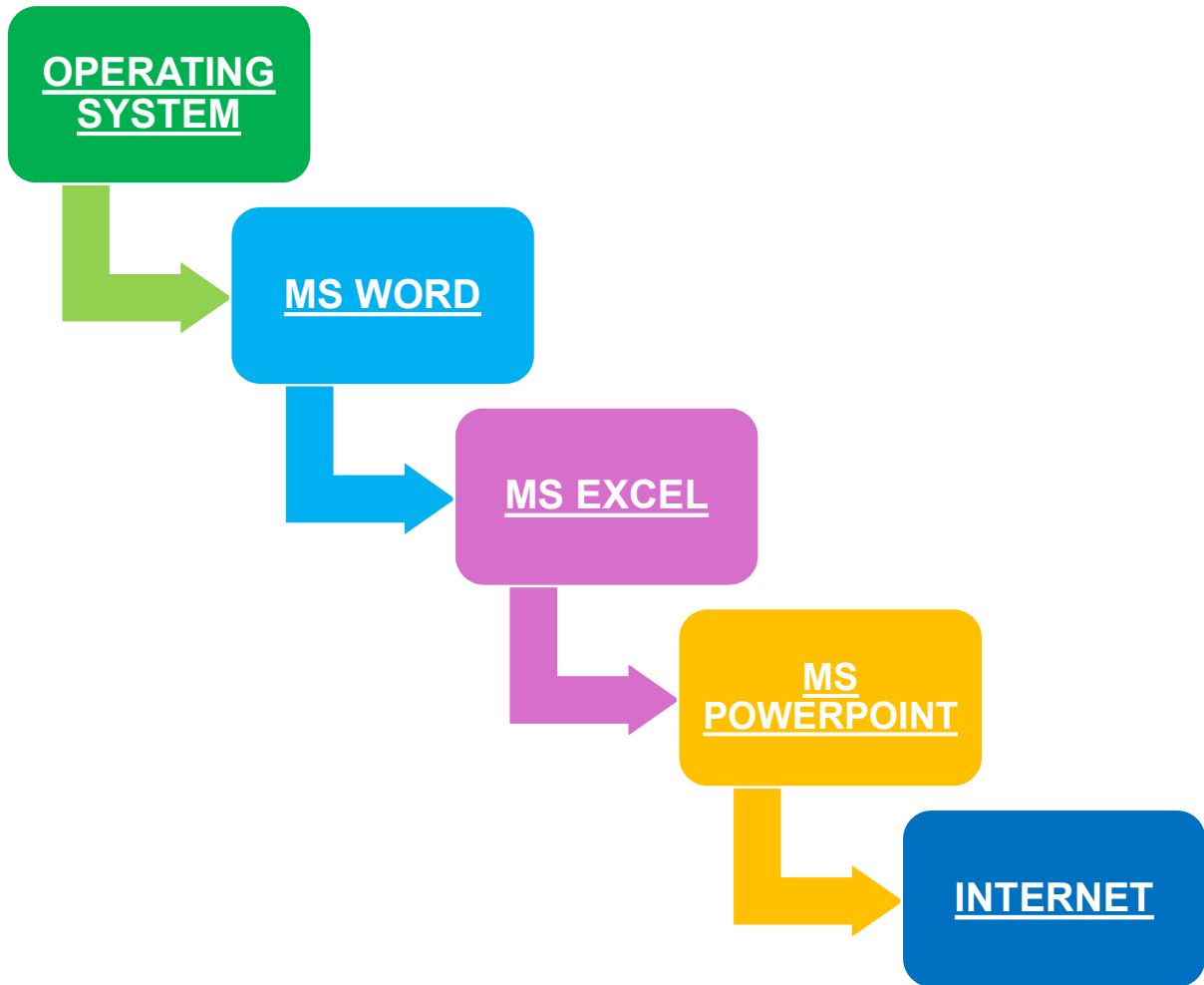
1. Increased Productivity
2. Improved Communication
3. Better Problem-Solving
4. Increased Job Opportunities

# Why Basic Computer!

Computer skills at work refer to the knowledge and ability to use various digital tools and technologies to complete job tasks efficiently and effectively. These skills can include:

- The ability to use a computer, navigate the internet, and use common software applications such as Microsoft Office.
- Managing and organizing emails, using email etiquette, and using email to communicate effectively with colleagues, clients, and customers.
- Organizing files and folders on a computer or network, using cloud storage solutions, and backing up essential data.
- Using collaboration tools such as video conferencing, instant messaging, and project management software to communicate and collaborate with colleagues.
- Accurately and efficiently entering software applications and databases and using tools to manage and analyze data.
- Troubleshooting fundamental computer issues, such as software or hardware problems, and seeking assistance from IT professionals when necessary.

## About This Course



# **OPERATING SYSTEM**

- About Computers
- Hardware and Software
- About Operating System and Windows OS
- Using Windows 7,8,10,11
- Working with Windows environment
- Installing Programs
- Creating files & folders, Using Various Storage Devices

# MS WORD

- Introduction & Word Basics
- Format Document with Bullets and Numbering
- Working with Tabs Create & Apply Styles
- Advance Find and Replace Techniques
- Inserting Graphics, Tables, Charts and Objects
- Setting up your Document
- Advanced Page Layout Tools
- Creating Reports in Various Tabular format
- Inserting and formatting Pictures
- Charts etc.
- Inserting and using Hyperlinks and bookmarks with Cross Reference
- Inserting Header, Footers and Page numbers with various variations
- Paragraph formatting and Objects
- Working with themes & Page backgrounds
- Paragraph formatting and Objects arrangement
- Setting Up Document for Print with Page Setup
- Using Referencing Tools, Spelling & Grammar
- Using Mailing Feature with Advance Mail Merge Technique
- Document Protection & Restrict Editing Setting
- Introduction to Macros, Recording & Uses., Macros to Automate Difficult tasks in Word Document

# MS EXCEL

- Clipboard operations & Paste Special
- Font Formatting, Alignments, Merging Cells, Format Cells, Number, Font
- Border, Fill & Protection, Conditional Formatting
- Tables, Editing tools
- Sorting & Filtering
- Find & Replace
- Pivot Tables, Charts, Spark lines, Slicer,
- Timeline
- Header & Footer
- Screenshots
- Hyperlink
- Smart Arts
- Themes
- Background Picture
- Page Setup
- Print Titles, Area, Printing Options, Scale to Fit, Alignments
- About Formulas & Functions, Insert Functions, Using various Functions-Financial, Logical Text, Date & Time, Lookup & Reference, Mathematical Functions, Functions Nesting and Advanced Uses
- Getting External Data, Connections, Advanced Sorting & Filtering
- Flash Fill
- Remove Duplicates
- Validation Techniques

- What-If-Analysis
- Group-Ungroup
- Subtotaling
- Comments
- Proofing
- Share Workbook
- Protect Sheet
- Workbook, Allow user to edit range, Creating & Running Macro

# MS POWERPOINT

- Intro slide
- Outline slide
- Content slide
- Final slide
- Slide show
- Graphs/Diagrams
- Templates & Fonts
- Color, Animation



# INTERNET

- Introduction WWW
- Web Browsing Software
- Configuring Web Browser
- Search Engines
- Downloading Web Page
- About E-mail, Using E-mail, Handling Spam
- Social Networking

## **Certificate in Basic Computer Application**

### **Fees 2000/- Duration 6 Months Only**

Schedule of Course( Weekdays 1 Hour Per Day (4 days a week, Monday to Thursday )

or

Weekend 2 Hours per day( Saturday and Sunday)

\*80% Attendance are compulsory to achieve certificate.

Marking scheme for Final Certificate		
Sr. No	Activity	Marks
1.	Attendance	20
2.	Class Behavior	20
3.	Term End Exam MCQ Based Max 40 Question of 0.5 Marks each	20
4.	Final Practical	20
5.	Presentation	20
Total Marks= 100		