

## BASICS COMPUTER COURSE (BCC)

Sr.No	Chapter Name	Course outline
1	Introduction to Computer	<ol style="list-style-type: none"><li>1. Introduction.</li><li>2. Brief History.</li><li>3. Characteristics of Computer</li><li>4. Input-Process-Output modal.</li><li>5. Block Diagram of Computer.</li><li>6. Input Device</li><li>7. Output Devices</li><li>8. Memory &amp; Storage Devices</li><li>9. Hardware</li><li>10. Software<ol style="list-style-type: none"><li>a. System Software.</li><li>b. Application Software</li></ol></li></ol>
2	Operating System	<ol style="list-style-type: none"><li>1. Introduction.</li><li>2. Types of Operating System.</li><li>3. Desktop</li><li>4. Taskbar.</li><li>5. Icons</li><li>6. Windows</li><li>7. Files and Folder Management.</li><li>8. Explain – Notepad</li><li>9. File Explorer</li><li>10. Control settings</li></ol>
3	Word Processing (MS-Word)	<ol style="list-style-type: none"><li>1. Introduction.</li><li>2. Microsoft Word Interface.<ol style="list-style-type: none"><li>a. Quick Access Toolbar</li><li>b. Ribbon</li><li>c. Tab</li><li>d. Contextual Tabs</li><li>e. Document Views</li><li>f. File Tab</li></ol></li><li>3. Opening &amp; Closing &amp; Saving Document.</li><li>4. Cursor Movements. (Using Keyboard shortcuts)</li><li>5. How to highlight &amp; Select the text. (Using keyboard)</li></ol>

		<ol style="list-style-type: none"> <li>6. Formatting Text <ol style="list-style-type: none"> <li>a. Changing Font Style, size and color</li> <li>b. Finding and Replacing Text.</li> <li>c. Changing Text Case.</li> <li>d. Using format painter.</li> </ol> </li> <li>7. Formatting paragraph <ol style="list-style-type: none"> <li>a. Alignment</li> <li>b. Bullets &amp; Numbering,</li> <li>c. Using Tab stops.</li> <li>d. Indentation Paragraph.</li> <li>e. Paragraph Marks</li> <li>f. Borders &amp; Shading</li> <li>g. Lind &amp; Paragraph Spacing</li> </ol> </li> <li>8. Cut &amp; Copy &amp; Paste</li> <li>9. Page Layout <ol style="list-style-type: none"> <li>a. Setting Page Margins.</li> <li>b. Setting Page size.</li> <li>c. Setting Page orientation.</li> <li>d. Applying cover page.</li> <li>e. Inserting Page breaks.</li> </ol> </li> <li>10. Header &amp; Footer.</li> <li>11. Mail Merge.</li> <li>12. Table Manipulation.</li> <li>13. Spelling &amp; Grammar Check.</li> <li>14. Comment, shapes, pictures</li> </ol>
4	Spreadsheet (MS- Excel)	<ol style="list-style-type: none"> <li>1. Introduction</li> <li>2. Excel Interface <ol style="list-style-type: none"> <li>a. Understanding the Layout (Quick access toolbar, Tabs, Ribbon, name box &amp; Formula Bar)</li> <li>b. Navigating through workbooks, sheets and cells.</li> <li>c. Customizing the ribbon &amp; Quick Access Toolbar.</li> </ol> </li> <li>3. Data Entry &amp; Formatting <ol style="list-style-type: none"> <li>a. Entering data into cells.</li> <li>b. Formatting Text, numbers and cells (Font style, size &amp; Color, Alignment &amp; Borders)</li> </ol> </li> </ol>

		<ul style="list-style-type: none"> <li>c. Formatting tools : Bold, Italic &amp; Underline.</li> <li>4. Basic Formulas &amp; Functions. <ul style="list-style-type: none"> <li>a. Introduction.</li> <li>b. Using arithmetic operators (+, -, *, /)for basic calculations.</li> <li>c. Basic functions: SUM(), MAX(),MIN()... etc</li> </ul> </li> <li>5. Cell reference <ul style="list-style-type: none"> <li>a. Understanding Relative, Absolute &amp; Mixed reference.</li> <li>b. Applying cell reference in formulas.</li> </ul> </li> <li>6. Working with Rows, Columns and Sheets.: <ul style="list-style-type: none"> <li>a. Inserting, deleting, hiding &amp; Resizing rows and columns.</li> <li>b. Adding, renaming, moving &amp; deleting sheets.</li> </ul> </li> <li>7. Managing worksheets and workbooks. <ul style="list-style-type: none"> <li>a. Saving, opening &amp; closing and creating new workbook.</li> <li>b. Managing Multiple worksheets.</li> <li>c. Using Template.</li> </ul> </li> <li>8. Printing &amp; Page Setup <ul style="list-style-type: none"> <li>a. Print Area</li> <li>b. Print Title</li> </ul> </li> <li>9. Hyt perlink &amp; Comment.</li> <li>10. Switch Window</li> <li>11. Freeze Panes &amp; Split</li> <li>12. Workbook &amp; Worksheet Protection.</li> <li>13. Apply password for workbook</li> </ul>
5	Presentation Software (Power Point)	<ul style="list-style-type: none"> <li>1. Introduction</li> <li>2. Power point Interface.</li> <li>3. Create Blank Presentation</li> <li>4. Explain types of Slides</li> <li>5. Inserting &amp; deleting &amp; Change Slides.</li> <li>6. Inserting &amp; Editing &amp; Formatting Text on slides.</li> <li>7. Sections &amp; Layout</li> <li>8. Explain Layout &amp; Sections.</li> <li>9. Designing the Slides.</li> <li>10. Saving Presentation.</li> <li>11. Automating Slide Show.</li> </ul>

		<p>12. Link report from Excel to Power point</p> <p>13. Link within slides, to other file or website.</p>
6	Internet	<ol style="list-style-type: none"> <li>1. Introduction</li> <li>2. Introducing Internet Protocols</li> <li>3. Introduction Basic Computer networks</li> <li>4. Modes Of Connecting Internet</li> <li>5. Popular web browser.</li> <li>6. Create Account in G-mail.</li> <li>7. Sending, forwards &amp; Attach mail.</li> <li>8. Attach file to Email.</li> <li>9. Exploring the Internet. <ol style="list-style-type: none"> <li>a. Web Browsing.</li> <li>b. Search Engine.</li> <li>c. Online courses &amp; Tutorials</li> </ol> </li> </ol>

FIANZA INFOTECH