

IT COURSE MODULES

Computer Basics

- Overview of Computer
- Uses of Computers in various areas
- Know about Hardware
- Know about Software
- Using mouse and its techniques
- Using keyboard

Operating System (Windows 7)

- Basic Operations
- Personalising Desktop
- File and Folder Management
- Using Accessories
 - Notepad
 - WordPad
 - Paint
 - Windows Media Player
 - Calculator
 - Sticky Notes
 - Tablet PC Input Panel
 - Games
 - Math Input Panel
- Language Settings
- Troubleshooting of Computer
- Computer Ergonomics

- Advanced Technologies
- Connecting your computer to the projector
- Using Sound Recorder
- Writing a CD
- Taking a backup of mobile data
- Connecting other devices to the computer
- Scanning QR code
- Protecting computer against viruses
- Sending and receiving eFax
- File Compression and Decompression

Internet

- Basic Operations
- Know about Internet
- Internet Concepts
- Working with browsers
- Know about WWW, URL, Search Engines
- Digital Access and Online Services
- Searching and downloading information
- Using JustDial to find an online services
- Subscribing and reading newspapers online
- Typing text in the regional language
- Using Google Maps
- Working with Google Apps
- Online ticket Booking

- Listening music and watching videos
- Pay electricity bill and service tax online
- Booking gas refill online
- Downloading eBooks
 - Digital Communication
- Creating and operating an Email account
- Managing email account password
- Interacting with peoples using social media
- Sending short messages to mobile
 - Use of eCommerce
- Opening and accessing a net banking account
- Online shopping
- Buying the best computer by comparing prices
 - Online Collaboration
- Sharing photo album on SlideShare and Picasa
- Joining hobby groups online
- Upload resume on a job portal
- Building network for professional upgradation
- Organizing Video Workshop
- Accomplishing certification course online
- Uploading and viewing videos online
 - Digital Etiquette
 - Cyber Securities

Word Processing (Microsoft Word 2013)

- Basic Operations
- Creating and Editing documents
- Formatting documents
- Enhancing documents
- Applying Page Setup
- Working with various objects like shapes, SmartArt, Pictures and Tables
- Inserting Header and Footers
- Linking and embedding documents
- Previewing and Printing documents
- Advanced Word Processing
- Creating and Editing PDF documents
- Comparing two versions of a document

Proofreading of a document

- Using track changes
- Including Digital Signature into the document
- Inserting ActiveX controls
- Using Table of Contents
- Using Mail Merge
- Protecting a document
- Sharing document online
 - Creating a web page
 - Creating Socially Useful and Productive Works

Spreadsheet (Microsoft Excel 2013)

- Creating and editing workbook
- Organizing and formatting worksheets
- Data analysis and management
- Using formulas and functions
- Previewing and printing worksheets
- Advanced Spreadsheet
 - Managing multiple worksheets
 - Producing and designing charts
 - Creating Pivot tables and pivot charts
 - Importing and exporting data between spreadsheets and other applications
 - Using advanced functions
 - Applying conditional formatting
 - Using data validation
 - Using sort and filter
 - Creating Socially Useful and Productive Works

Presentation Graphics (Microsoft PowerPoint 2013)

- Creating and Editing Presentations
- Designing and Enhancing Presentation
- Delivering Presentation
- Advanced Presentation Graphics
 - Creating videos of presentations
 - Saving presentation in various formats
 - Importing and exporting presentations

- Using templates
- Working with slide master
 - Creating Socially Useful and Productive Works

Personal Information Manager (Microsoft Outlook 2013)

- Setting up a new email account in Microsoft Outlook
- Sending, receiving, replying, forwarding mail messages
- Including a signature in outgoing message
- Scheduling meetings with others
- Creating contacts, appointments, task list and group contacts

Database Management System (Microsoft Access 2013)

- Planning and designing various databases
- Setting appropriate data types and entering data
- Creating forms to add or edit data easily and effectively
- Producing and printing reports
- Importing or exporting data from various applications like Excel, Outlook, and Text file.
- Protecting a database created in MS Access.

Other Tools

- Scratch Programming
- Graphmatica
- CamStudio
- Stellarium
- Audacity
- GeoGebra
- IrfanView