Title of course	Basic Computer Skill
Nodal Department of HEI to run course	
	...
Broad Area /Sector	
Sub Sector	
Nature of course – Independent / progressive	Independent
Name of suggestive sector Skill Council	
Aliened NSQF Level	3
Expected fees of the course – Free /paid	..
Stipend to student expected from industry	---------
Number of Seats	
Course Code	
Max Marks-100 Minimum marks	Credits- 03 (1 Theory, 2 Practical)
Name of proposed skill Partner (please specify Name of Industry, Company etc for Practical Training /Internship/OJT	...
Job prospects – Expected fields of occupation where student will be able to get job after completing this course in (Please specify name /type of industry, company etc.)	Types of Job prospects: Use computer for basic purposes, preparing for personnel/business letters, Data entry operator Computer Operator, Data Entry Operator, Social Media Operator. Top Recruiting Organizations IT/ Education sector

Title of course: Basic Computer Skill

Duration of course: One Semester

Course structure: Theory 15 hr/ Practical 60 hrs

COURSE CONTENT

1. **Introduction toComputer Basics**

   Define a computer

   List and describe the basic terms related to computers Identify and describe the different types of computersIdentify and explain the different parts of a computer

   Explain the working of a computer

2. **Introduction to windows 10**

   Describe an overview ofWindows 10

   Explain the various featuresof Windows 10

   Explain the different editionsof Windows 10

   Explain the use of Accessories and Entertainment

   applicationsin Windows 10

   Explain the use of WindowsExplorer in Window 10

3. **Introduction to the Internet**

   Describe the evolution of Internet

   List and describe thedifferent types of Internetconnections

   Explain the process of usinga Web browser

   Describe the features ofMozilla Firefox

   Explain the features ofInternet Explorer

4. **Describing Google products**

   Describe Google Chrome Describe the process to download and install GoogleChrome

   Explain the process of opening a new page and anew window in Google Chrome

   List and describe the different Google products

5. **Getting Startedwith Microsoft Word**

   Explain the user interface inWord

   Describe the process to create, edit, save, and opena Word document

   Describe basic textoperations

   Explain the use of theNavigation Pane

   Explain different documentviews

   Describe the use of Undo/Redo actions

   Explain   the   use   ofcut/copy/paste functions

6. **Formatting inMicrosoft Word**

   Explain formatting of textusing fonts

   Describe the steps to applyfont style, size, and color tothe text

   Explain the use of WordArtDescribe the steps to insertWordArt in a Word document

   Explain the Find and Replacefeature of MS Word

   Explain the use of FormatPainter in Word

   Explain formatting and indenting paragraphs inWord

   Explain managing documents using PageLayout

7. Working with Lists,Tables, and Graphics

Explain the use of bulletedor numbered lists
Explain the use of multi-level lists
Describe the procedure tocreate multi-level lists

8. Starting and understanding MS-Excel

Describe the basics ofMicrosoft Excel
Explain the various elementsof Excel
Explain the procedure forcreating and using the workbook
Explain formatting procedurefor a worksheet
Explain page   and   printoptions

9. Formula and Function

Define a formula
Explain the procedure forincluding functions
Explain the use of AutoSumfunction
Explain the use of Conditional Formatting

10. Data Analysis and Security

Describe sorting and filtering of data
Explain the methods to present the data graphicallyusing charts
Explain the steps to createand format the charts Explain the methods of securing and protecting a Workbook

11. Working with reports

Describe PivotTable Explain the steps to createand format PivotTable Describe PivotChart
Explain the steps to create aPivotChart
Explain the steps to change the design and layout of pivot chart

12. Getting Started with MS-Powerpoint

Explain the procedure to create, save, and close a presentation
Describe the method to openand view a presentation Explain the procedure to work with slides
Describe the methods toformat slide layout and content

13. Features of Powerpoint

Explain the methods to insert pictures, tables, charts, and screenshots

Explain the procedure of applying animations to slidesExplain the procedure of applying transitions to slidesDescribe the methods to customize animations and transitions

14. Understanding MS-Out look

Identify the different typesof accounts supported by Outlook
Explain the process of configuring an email accountDescribe
the user interface in Outlook 2013
Discuss the procedure tocompose, send,   ,reply
to, and search an email
Discuss the process for creating and managing contacts and
contact groups

15. MS Office on mobile