

# EDUTRON SYALLABUS

## BASIC COMPUTER



Prepared By

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# **BASIC/DCA/ADCA/PDA/ADFA**

## Fundamentals of Computer

- Introduction
- Basic Applications of Computer
- Components of Computer System
- Block Diagram
- Central Processing Unit
- Input Output devices
- Keyboard shortcuts
- Computer Memory
- Concept of Hardware and Software
- Hardware
- Software
- Application Software
- Systems software
- Computer languages
- Operating Computer Using GUI Based Operating System
- Operating System Introduction
- Basics of popular operating system (LINUX, WINDOWS)
- 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
- Common utilities

### Microsoft Word

- Introduction
- Common Buttons, Tabs and Ribbons
- The Flashing Line
- Document Navigation Tips
- Using the Slider
- Keyboard Navigation Tips
- Using Browse Objects Tools
- Selecting Text Options
- Manipulating Text
- Page Layout
- Cut, Copy, Paste, Move
- Find and Replace
- Formatting Characters
- Changing Fonts
- Typical Text Format Options
- Bullet and Numbered Lists
- Other formatting tools
- Formatting Paragraphs
- Line Spacing
- Quick Styles
- Paragraph Marks
- Themes and Templates
- Applying Themes
- Opening Existing Templates
- Creating Templates
- Working with Existing Content

## **Quick Parts**

- Quick Parts
- Creating Quick Parts
- Quick Parts – Inserting Fields
- Quick Parts – Inserting Images
- Preparing Documents for Printing
- Spelling and Grammar Check
- Saving a Document
- Printing and Preview Options
- Organizing Content
- Creating Lists
- Creating and Formatting Tables
- Converting Text to Tables
- Table Borders and Shading
- Tabs, Columns, and Charts
- Creating Columns
- Creating Tabular Lists
- Creating Charts
- Links, Headers, and Footers
- Creating Web Links
- Creating Document Location Links
- Email Links
- Headers and Footers
- Symbols etc

## **Mail Merge**

- Mail Merge for Letters
- Mail Merge for Envelopes
- Mail Merge for Labels
- Visual Content
- Character Spacing
- Inserting Shapes
- Inserting Images
- Using Word Art
- Using Pull Quotes
- Using Text Boxes
- Sorting Text
- Using Smart Art
- Reviewing Documents
- Document Views
- Split Screen View
- Tracking Changes
- Collaboration Options
- Combining and Approving Changes
- Using Comments
- Protecting and Sharing Documents
- Compatibility Checker
- Previous Word Versions Compatibility
- Digital Signatures
- Restricting Permissions

## **Microsoft Excel**

- Introduction
- Entering, Editing and Formatting Data
- Formatting Numbers
- Managing Worksheets
- Modifying Rows and Columns
- Changing Views
- AutoFill and Custom Lists
- Conditional Formatting
- Tables
- Data Tools
- Referencing Formulas (Minimum 100)
- Ranges and Dates
- Lookups
- Conditional Logic
- Formulas (At least 100)
- Introduction to Charts
- Formatting Charts
- Adding Graphics to Spreadsheets
- Outline, Sort, Filter, and Subtotal
- PivotTables
- Protecting Data
- Collaboration
- Printing
- Outline, Sort, Filter, and Subtotal
- Saving a Workbook
- Macros



## Edutron Syallabus

### Microsoft PowerPoint

- Introduction
- Applying Themes and Layouts to Slides
- Working with Objects
- Entering, Editing, and Formatting Text
- Outline View and Proofing Presentations
- Adding and Reading Notes
- Inserting Pictures, Graphics, Shapes, and Other Things
- Charts
- Adding Sound and Video
- Adding Transitions and Animation
- Working with Master Slides
- Working with Smart Art
- Printing, Sharing, and Exporting Slides

### Communication using the internet

- Basic of Computer Networks
- Local Area Network (LAN)
- Wide Area Network (WAN)
- Internet
- Concept of Internet
- Applications of Internet
- Connecting to the Internet
- Troubleshooting

### WWW and Web Browsers

- World Wide Web (WWW)
- Web Browsing Software
- Search Engines
- Understanding URL
- Surfing the web
- Google & Google Drive Options