**Syllabus for Online Education**

Course Name - Basic Computer Fundamental

Course Duration - 90 Days (90 Hours)

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| **No.** | **Chapter Name** | **Topic Name** | **Days** |
| **1.** | Computer Fundamental | Topic - **1** Introduction to Computer | 8 |
| Topic - **2** Introduction to Desktop | 5 |
| **2.** | Typing Practice | Topic - **3** English Typing | 8 |
| Topic - **4** Gujarati Typing | 10 |
| **3.** | Accessories | Topic - **5** MS-Paint | 5 |
| Topic - **6** Notepad & WordPad | 10 |
| **4.** | Ms Word 2007 | Topic - **7** MS Word | 12 |
| **5.** | MS Excel 2007 | Topic - **8** MS Excel | 12 |
| **6.** | MS PowerPoint 2007 | Topic - **9** MS PowerPoint | 10 |
| **7.** | Internet | Topic - **10** Introduction to Internet | 6 |
| **8.** | Software Installation | Topic-**11** Introduction to how to  Install MS Office 2007 | 4 |
| **Total** | | | **90 days** |

**SYLLABUS OUTLINE:**

1. Knowing computer:

What is Computer, Generation of Computer, Basic Applications of Computer; Classification of Computer, Parts of Computer, Central Processing Unit (CPU), Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software.

2. Operating Computer using GUI Based Operating System:

What is an Operating System; Basics of Popular Operating Systems, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Viewing of File, Folders, Creating and Renaming of files and folders, Start Menu & Taskbar, Change your Account Picture, Desktop and its property, Recycle Bin, Date & Time and windows Shutdown options, Windows Explorer & Control Panel.

3. Accessories :( MS Paint, Notepad, WordPad)

Opening and closing window, Introduction to window, Menu and Submenu, Working in window, save, open and close file

4. Understanding Word Processing - MS Word 2007:

Word Processing Basics; Opening and Closing of documents; Creating a document; Text creation and Manipulation; Formatting of text; Table handling; Creating a Mail Merge; View of Document; Spell check; Creating Header & Footer; Creating link with other File; Printing of word document.

5. Using Spread Sheet - MS Excel 2007:

Basics of Spreadsheet; Working with Excel; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, Chart in Excel, printing of Spread Sheet, Change Row height and Column Width ,Exiting Excel.

6. Making Small Presentation - MS PowerPoint 2007:

Basics of presentation software How to start and its screen; Creating Presentation; Preparation and Presentation of Slides; Inserting Chart, Table and Media Clips, Slide Animation and Slide Show; Exiting PowerPoint, Taking printouts of presentation.

7. Introduction to Internet:

Basic of Computer networks; Concept of Internet; Applications of Internet; connecting to internet; WWW ; E-mail; Online Ticket Booking; E-commerce.

8. Software Installation:

Introduction ; Installing Ms-Office 2007