

BASIC COMPUTER CONCEPTS

This Course has been designed to provide the knowledge on various function of a computer. After completion of this course a student will be able to:

- Basic knowledge of computer concepts
- Understand the functions of a computer
- Create and Manage a document
- Create report, browser, letter, Advertisement
- Working with Worksheet or a workbook
- Create and manage a presentation
- Internet, network and world wide web
- E-mail, social media and E-commerce
- E-governance and Cyber Security
- Digital Financial Tools

COURSE DESCRIPTIONS	
Course Name	Basic Computer Concepts
Abbreviation	BCC
Course Duration	03 Month (Three Months)
Course Medium	Hindi or English
Course Category	Computer
Number of Exam	01
Mode of Course	Offline
Description	This course covers the topics related to computer including Introduction to Computer, Operating System with Windows 10, Working with Microsoft Word 2016, Spreadsheet with Excel 2016, Microsoft PowerPoint 2016, Internet and world wide web, Communication and Collaboration, Digital Financial Tools Details of each topic and modules are as follow:

Detailed Syllabus

1. Introduction to Computer

- 1.1 What is Computer?
 - 1.1.1 Characteristics of Computer
 - 1.1.2 Limitations of Computer
 - 1.1.3 History of computer
 - 1.1.4 Generation of computer
- 1.2 Types of Computer
- 1.3 Functions of a Computer System
- 1.4 Central Processing Unit (CPU)
 - 1.4.1 Types of Processor
 - 1.4.2 Motherboard
- 1.5 Applications of Computer
- 1.6 Input and Output Devices
 - 1.6.1 Input Devices
 - 1.6.2 Output Devices
 - 1.6.2.1 Monitor
 - 1.6.2.2 Printers
 - 1.6.2.3 Projector
 - 1.6.2.4 Audio Output Devices
- 1.7 Computer Memory
 - 1.7.1 Cache Memory
 - 1.7.2 Primary Memory
 - 1.7.3 Secondary Memory
- 1.8 Hardware and Software
 - 1.8.1 Hardware
 - 1.8.2 Software
 - 1.8.2.1 Systems Software
 - 1.8.2.2 Application Software
- 1.9 Booting Process of a system
- 1.10 Representation of Data/Information

2. Microsoft Windows 10

- 2.1 Operating System
 - 2.1.1 Functions of Operating System
 - 2.1.2 Desktop Operating System
 - 2.1.3 Mobile Operating System
- 2.2 Microsoft Windows 10
- 2.3 Getting Start Windows 10
 - 2.3.1 Desktop
 - 2.3.2 Taskbar
 - 2.3.3 Icon and Shortcut
 - 2.3.4 Running an Application
- 2.4 Operating System Settings
 - 2.4.1 Setting Mouse Properties
 - 2.4.2 Setting system Data and Time
 - 2.4.3 Setting System Properties
 - 2.4.4 Add/Delete Programs/Features
 - 2.4.5 Add and Remove Printers
- 2.5 Working with Files and Folders
 - 2.5.1 Open and Delete a File
 - 2.5.2 Create a new Directory
 - 2.5.3 Rename a File and Directory
 - 2.5.4 Copy or Move a File and Folder
 - 2.5.5 Hide or Unhide a File & Folder
 - 2.5.6 Sharing a File and Folder
- 2.6 User Account and Parental Control
 - 2.6.1 Manage User Accounts
 - 2.6.2 Setting Parental Controls
- 2.7 Security Features in Windows10
- 2.8 Windows Admin Tools
- 2.9 Windows Applications

3. Microsoft Word 2016

- 3.1 Introduction
- 3.2 Microsoft Word Basic
 - 3.2.1 Starting Microsoft Word
 - 3.2.2 Menu bar
 - 3.2.3 Using Help
- 3.3 Creating a Document
- 3.4 Opening and Closing Document
 - 3.4.1 Opening a Document

- 3.4.2 Compatibility Mode
- 3.4.3 Closing a Document
- 3.4.4 Exit from Word
- 3.5 Saving and Sharing Document
 - 3.5.1 Saving a Document
 - 3.5.2 Auto Recover
 - 3.5.3 Exporting a Document
 - 3.5.4 Sharing a Document
- 3.6 Document Setup and Printing
 - 3.6.1 Page Layout
 - 3.6.2 Printing a Document
- 3.7 Working with Text
 - 3.7.1 Editing Text
 - 3.7.2 Selecting Text
 - 3.7.3 Cut, Copy and Paste of Text
 - 3.7.4 Font, color and size selection
 - 3.7.5 Alignment of Text
 - 3.7.6 Changing the Case of Text
 - 3.7.7 Inserting Symbol
 - 3.7.8 Using Undo and Redo
 - 3.7.9 Autocorrect and Spell Checking
 - 3.7.10 Thesaurus
 - 3.7.11 Find and Replace
 - 3.7.12 Formatting the text
- 3.8 Working with Document
 - 3.8.1 Using Paragraph Indent
 - 3.8.2 Using Tabs
 - 3.8.3 Line and Paragraph Spacing
 - 3.8.4 Bullets and Numbering
 - 3.8.5 Using Header and Footer
 - 3.8.6 Using Multi Column
 - 3.8.7 Inserting Page Number
 - 3.8.8 Using Rulers and Gridlines
 - 3.8.9 Using hyperlinks
 - 3.8.10 Using Page Break
- 3.9 Working with Objects
 - 3.9.1 Picture and Text Wrapping
 - 3.9.2 Formatting a Picture
 - 3.9.3 Using Shapes

- 3.9.4 Arranging Objects
- 3.9.5 Using SmartArt, WordArt
- 3.9.6 Using Drop Cap and Equation
- 3.9.7 Using Text Box
- 3.9.8 Chart
- 3.10 Table Manipulation
 - 3.10.1 Insert a Table
 - 3.10.2 Draw a Table
 - 3.10.3 Changing cell width and height
 - 3.10.4 Alignment of Text in cell
 - 3.10.5 Delete/Insert Row & Column
 - 3.10.6 Border and Shading
 - 3.10.7 Page Border and Watermark
- 3.11 Mail Merge
- 3.12 Macro
- 3.13 Track Changes and Comments
 - 3.13.1 Track Changes
 - 3.13.2 Comments
 - 3.13.3 Comparing Documents
- 3.14 Inspecting and Protecting Document
 - 3.14.1 Document Inspector
 - 3.14.2 Protecting Your Document
- 3.15 Alternatives to Microsoft Office

4. Microsoft Excel 2016

- 4.1 Introduction
- 4.2 Starting Microsoft Excel 2016
- 4.3 Elements of Excel 2016 Window
 - 4.3.1 Worksheet and Cells
 - 4.3.2 Cell Addressing
- 4.4 Working with Workbook
 - 4.4.1 Creating a new Workbook
 - 4.4.2 Opening & Closing a Workbook
 - 4.4.3 Saving and Sharing a Workbook
 - 4.4.4 Printing a Workbook
 - 4.4.5 Page Layout
- 4.5 Manipulation of Cells
 - 4.5.1 Cell Contents
 - 4.5.2 Formatting Cells

- 4.6 Manipulation of Worksheet
 - 4.6.1 Insert or Delete a worksheet
 - 4.6.2 Insert and Delete Row/Column
 - 4.6.3 Modify Row and Column
 - 4.6.4 Text Wrapping & Merging Cells
- 4.7 Working with Data
 - 4.7.1 Sorting of Data
 - 4.7.2 Filtering of data
 - 4.7.3 Use Advance Filter
 - 4.7.4 Using Freeze Panes
 - 4.7.5 Other viewing Options
 - 4.7.6 Using Fill Tool
- 4.8 Group and Subtotals
- 4.9 Formula and Functions
 - 4.9.1 Using Formulas
 - 4.9.2 Function
- 4.10 Charts
 - 4.10.1 Spark Lines
 - 4.10.2 Editing Chart and Graph
- 4.11 Pivot Table
- 4.12 What-if Analysis

5. Microsoft PowerPoint 2016

- 5.1 Introduction
- 5.2 Starting Microsoft PowerPoint 2016
- 5.3 Elements of PowerPoint Window
- 5.4 Creating and Opening Presentation
 - 5.4.1 Create a Blank Presentation
 - 5.4.2 Create a Presentation using Template
 - 5.4.3 Open a Presentation
- 5.5 Saving and Sharing Presentation
- 5.6 Slides
 - 5.6.1 Slide Layout
 - 5.6.2 Inserting and Deleting Slides
 - 5.6.3 Organizing Slides
 - 5.6.4 Entering Text in a slide
 - 5.6.5 Using Find and Replace
 - 5.6.6 Applying Themes in Slides
 - 5.6.7 Applying Animation in Slides

- 5.6.8 Applying Transition in Slides
- 5.7 Manage Presentation and Slides
 - 5.7.1 Viewing the Presentation
 - 5.7.2 Slide Master View
 - 5.7.3 Choose setup for Presentation
 - 5.7.4 Adding Header and Footer
 - 5.7.5 Using Ruler, Gridlines, Guides
 - 5.7.6 Printing Slides and Handouts
- 5.8 Slide Show
 - 5.8.1 Presenting Slide Show
 - 5.8.2 Presentation Tools and Features
 - 5.8.3 Presenter View
 - 5.8.4 Slide Show setup options
 - 5.8.5 Customize your Slide Show
 - 5.8.6 Rehearsing Slide Show Timing
 - 5.8.7 Recording your Slide Show
 - 5.8.8 Sharing Presentation
- 5.9 Working with Objects
 - 5.9.1 Inserting Audio and Video
 - 5.9.2 Listing of Text
 - 5.9.3 Inserting Pictures and Objects
 - 5.9.4 Formatting Picture and Objects
 - 5.9.5 Animating Text and Objects
- 5.10 Hyperlinks and Action Buttons
 - 5.10.1 Hyperlinks
 - 5.10.2 Action Buttons

6. Internet and World Wide Web

- 6.1 Computer Network
- 6.2 Network Topology
- 6.3 Internet
 - 6.3.1 Concept of Internet
 - 6.3.2 World Wide Web (WWW)
 - 6.3.3 Website and URL
 - 6.3.4 Domain Name System (DNS)
 - 6.3.5 IP Address
 - 6.3.6 Internet Service Provider (ISP)
- 6.4 Application of Internet
- 6.5 Web Browsing Software

6.6 Searching on Internet

6.7 YouTube

6.8 Printing Web Pages

6.9 Net Etiquettes

7. Communication and Collaboration

7.1 E-mail

7.2 E-mail Structure

7.3 Using E-mail

7.3.1 Mailbox: Inbox and Outbox

7.3.2 Creating and sending a Email

7.3.3 Replying to an Email message

7.3.4 Forwarding an E-mail message

7.3.5 Sorting and Searching Email

7.3.6 Send softcopy as attachment

7.4 Social Networking & Blogs

7.4.1 Social Networking Services

7.4.2 Blogs

7.4.3 Instant Messaging

7.5 E-commerce

7.6 Cloud Storage

7.7 UMANG APP

7.8 Digital Locker

7.9 Cyber Security

7.9.1 Needs of Cyber Security

7.9.2 How Protect against Cyber Attack

7.9.3 Securing Your PC

7.9.4 Securing Your Mobile

7.10 SSL Certificate

8. Digital Financial Tools

8.1 Banking System

8.2 Digital Financial Tools

8.2.1 One Time Password (OTP)

8.2.2 QR Code

8.2.3 UPI

8.2.4 AEPS

8.2.5 USSD

8.2.6 What is MMID?

8.2.7 Card [Credit/Debit]

8.2.8 eWallet

8.2.9 Point of Sales (POS)

8.3 Internet Banking

8.3.1 National Electronic Fund Transfer

8.3.2 Real Time Gross Settlement

8.3.3 Immediate Payment Service

8.4 Mobile Banking

8.5 Virtual Banking

8.6 Online Bill Payment

8.6.1 Bharat Bill Pay