Course Name: Certificate Course in Computer Fundamentals and Office Application, C01

Eligibility : **10th (Matric)**
Duration : **120 Hours**
Fee :Rs. 3500/- + ST

Objective Type Examination will be conducted quarterly by Punjab Infotech for the certification.

SUBJECT CODE	SUBJECT	Contents	LEC	PRA	TOTAL Dur.
C01-01	Computer Fundamentals & Personal Information System (Outlook express)	Computer Architecture and Fundamentals	07	--	07
		Operating Systems & MS-DOS, MS Windows OS.	15	25	40
		Internet Essentials, Email & Outlook Express	06	15	21
			28	**40**	**68**
C01- 02	Word Processing, Spread Sheets, Presentation Graphics and PC Data Bases	Ms- Office Package 2010			
		Microsoft Word-2010	05	15	20
		Microsoft Excel-2010	10	15	25
		Microsoft Power-Point-2010	02	05	07
			17	**35**	**52**
		Total	**45**	**75**	**120**

DETAIL SYLLABUS

Subject Code	Subject	Syllabus	Theo.	Prac.
C01- 01	**Computer Architecture and Fundamentals**	Introduction to Computers: Computers in Our World, Introduction, Necessity is the Mother of Invention, Capabilities of a computer, Classification of Computer, Application of Computers, Generation of computers, Addition Reading, Brief History of Computers, Computers and Hardware, Computer System, Input/Output Devices, Central Processing Unit abbreviated(CPU), Brief Introduction to Memory, In Computers Everything is Binary,	03	---
		Input Data: Sources & Concepts, Keyboard, Graphical Input Devices, Those using Special Sensitivity, Those which senses Magnetic Ink, Industrial Robots,	01	---
		Output Devices and storage devices: Why output is needed, Monitor, Printers, Impact, Non-impact Printers, Plotters, Storage Device, Primary Devices, Secondary Devices, Magnetic Disks, Those mounted in the computer, Those which can be removed and used on various machines	02	---
		Computer Software & Data Communication: Computer Software, Application Software & System Software	01	---
		Total	**07**	**---**
	Operating Systems & MS-DOS, MS Windows 7 O.S.	Operating System-MS DOS: Introduction to Operating System, Booting Procedure, Types of Files, DOS PROMPT, A Guarantee to an Instant Start on MS-DOS, Getting Started on DOS with Booting the System, MSDOS.SYS, Command COM, Telling DOS the Data and Time, Concepts Review, Getting and Interpreting a Directory, Making use of Pause Key to freeze scrolling, Getting a Printed Copy of a Directory, Using Wild Card Character, What is a Wild Card Character?,	02	02
		Understanding DOS-I, Internal DOS Commands, Wild Card Character in DOS, Directory Related Commands, File Related Commands,	01	01
		Understanding DOS II, External DOS Commands AND Utilities, Concepts Review, Making use of Hierarchical Directories, What are Hierarchical Directories?, Hierarchical Directory System, Making use of MKDIR or MD command, Making use of CHDIR or CD command, Making use of the RMDIR or RD command, Concepts Review, Copying commands, Copy command, Copy Source file Destination file, Disk copy source Destination, Concepts Review, Displaying the file contents, Syntax, Type Filename, Print Filename(s), DEL Filename(s), Erase Filename(s), Formatting Disks, FORMAT <DRIVE:>/<SWITCHES>, Renaming Files, Rename Original Filename New filename, Clearing the Screen, Displaying the Version Number, VER, Find, Sort Filename,	02	04
		Filters & Redirection, Redirection, Input Redirection of a command, Filter Commands, Connecting Pipe, Combining Redirection and Filters	0.5	01
		Batch files, Techniques of batch Files, Create your first batch file, Suppressing of On-screen display of commands, Decision making with Batch files	01	01
		INTRODUCTION TO WINDOWS: Introduction to Operating System, What is an Operating system?, Why is it required?, What are the types of an Operating System?, What are the functions of an Operating System?, Terms often used for Windows 7, Introduction to Windows Specialties of Windows , Terms often used in Windows ,	01	02

		TASKBAR - WHAT IS GOING ON?, What is the Taskbar?, What are its functions?, Launching of applications with help of Launching Pad, Explanation of title bar and buttons, Switching between applications, Changing the size and position of the Taskbar, Properties of the Taskbar, DESKTOP - HOW DO I LOOK?, Introduction to the Desktop, Main Icons on the Desktop, Properties of the Desktop,	01	02
		AN APPLET TEMPORARILY KEEPS APPLICATIONS AWAY, what does an Applet mean?, Different Applets under Windows 7, Clipboard Viewer, Character Map, Calculator, Clock, Games, Media Player, Paint, Sound Recorder, WordPad & Notepad,	01	01
		RECYCLE BIN: FLUSHING IS REQUIRED, Introduction to Recycle Bin, Working with Recycle Bin, Properties of Recycle Bin,	0.5	01
		MY BRIEFCASE - TAKE ME HOME, What is Briefcase in Windows 7?, Linking files from the main computer to the laptop, Copying back the updated files,	0.5	01
		WINDOWS EXPLORER-NOTHING IS HIDDEN FROM ME, Two modes in which Windows Explorer works, My Computer, Windows Explorer, File Management Tools under Windows Explorer,	0.5	01
		NETWORK NEIGHBORHOOD: Introduction, Network Neighborhood in Open window, Network Neighborhood in Explore window, Sharing, Sharing of files and folders, Sharing of hard disk, Sharing of Printers, Connecting a device temporarily,	01	02
		CONTROL PANEL-MY TOOL KIT: Introduction to Control Panel, Tools under Control Panel, Accessibility Options,	0.5	02
		Add new Hardware, Add Remove Programs, Date/Time, Display, Fonts, Keyboard, Mouse, Multimedia, 32bit ODIALOG BOXC, Passwords, Printers, Regional Settings, Sounds	0.5	----
		SHORTCUTS-SHORT BUT STRONG CUTS: What are shortcuts?, Creating a shortcut on the Desktop, Creating a shortcut in the Start menu, Short-cut for Send To, Properties of short-cut,	0.5	02
		IN-BOX LET'S TALK WITH THE WHOLE WORLD: At a glance: Introduction to In Box, Sending & Receiving e-mail, Sending & Receiving Fax,	01	01
		MULTIMEDIA-SINGING ALL THE WAY: What is a multimedia?, Playing of a CD with CD Player, Playing of a CD with Media Player, Working with a Sound Recorder	0.5	01
		Total	**15**	**25**
	Internet essentials, e-mail & Outlook Express	Introduction to Internet: Information Super Highway, Types of Network, Basic Uses of the Internet, Internet Administration, Client/Server Overview, Protocol used in different Generation, World Wide Web, Domain Name System: Domain & Address, Domain Name System (DNS), WAYS TO ACCESS INTERNET	01	02
		World Wide Web: Requirement of Internet, Working of Internet, Connection to Internet Using the Dial-Up Network Wizard, Connecting to Internet, More about World Wide Web, Introducing Web Browsers, Different Protocols in URLs, Test Drive with the Browser, Connecting with URL, Setting Up Internet Explorer to Send and Receive Mail, Customizing Internet Explorer, Getting a New Start in Life, Telling Internet Explorer Which Programs to Use When, Introducing the Profile Assistant, Defining Security Zones, Protecting children from Seeing Inappropriate content, changing content Advisor Settings Introduction to Front Page Express: Welcome to Front Page Express, Setting Up the Basic, Entering the page's Title,	02	04

		Adding Some Color to Web Page, Formatting Text, Adding Graphics to your Web Page, Saving Your Web Page, Browsing Your Web Page, Exiting Front Page Express, Getting Ready to go Live, Saving Your Page to a Web Server, Uploading File to an FTP Server	01	04
		Spice Up Your Web Page with Front Page Express: Link of Different Pages, Linking to Other Web Sites, Using a Background Graphic to Give Your Page, Personality, Adding Sound to Your Web Pages, Adding a Sound File to the Background of Your Page, Setting the Front Page Express Table, Creating Moving Web Pages	01	01
		Electronic Mail Using Outlook Express: Composing an Email Message, Working with Address Book, Automatically Add contents to Your Address Book, Reading Email using Outlook Express, Reading a Message, Checking for New Messages, Reading File Attachment, Taking Acting on a Message, Web Based Email, Advantage of Using Web Based Email	01	04
		Total	**06**	**15**
C01-02	**Ms- Office 2010 Introduction to MS Word-2010**	INTRODUCTION TO MS OFFICE-2010: What is Windows, What is suite of Software, Selecting in Office Programs, Using Tools and Menus, Working in Documents, Cutting, Copying, and pasting, Saving a Document, Getting Help, Advantages of Word Processing under Windows, Various Word Processors available under Windows	0.5	
		Opening a New Document, Opening an Existing Document, Recently opened files, Opening from the Documents menu, Exporting and Importing Files, Setting Up Your Pages, Choosing page Size and Orientation, Changing page Size, Changing Orientation, Setting Margins, Centering Page, Controlling Page Breaks, Typing in the Document, Inserting Today's Date, Moving Around in the Document, Creating Sections, Inserting a Section break, Formatting a Section, Viewing Sections, Using Columns, Numbering Pages, On Your Own, Saving a File, Quitting Word	01	04
		Formatting Text: Formatting Characters, Choosing Fonts, Enhancing Text Appearance, Inserting Special Characters, Changing Character Spacing, Formatting Paragraphs, Aligning Paragraphs, Indenting Paragraph, Setting Tabs, Changing Line Spacing, Adding Borders and Shading, Creating a Bulleted List, Creating a Numbered List, On Your Own, Selecting Styles, Selecting Text, Deleting Text, Correcting Mistakes, Using Undo, Using Rado, Using Auto Correct, Moving Text, Using Menu Commands to Move Text, Using Drag-and-Drop Editing, Copying text, Checking Your Document, Finding and Replacing Text, Finding Text, Replacing Text, Checking Your Spelling, Checking Your Grammar, Looking Up Words in the Thesaurus, Inserting a Picture from the Clip Art Gallery, Inserting a Picture, Adding a Border	01	05
		Working with Tables and Graphics: Use a Wizard to help create and format a table, Enter and edit data in a table, Add borders and shading to a table, Convert a table to text, Add clip art to a document, Using Wizard to Create and Format a Table, Starting the Table Wizard, Using Table Auto Format, Entering Data into a Table, Moving Around in the Table, Entering Text, Working with Columns and Rows, Inserting and Selecting Columns and Rows, Deleting Columns and Rows, Inserting Columns and Rows, Changing Cell Height, Adding Borders and Shading, Applying Shading, Converting Text into a Table	01	03
		Mail Merge: What is a Mail Merge?, Setting up the mail merge, Creating a main document, Building the data source, Placing the merge fields	01	02

	Templates, Wizards and Printing Techniques: Understanding Templates, Using Templates, Using Wizards Printing Techniques: Viewing the Document before Printing, Viewing the Document before Printing, Changing to Print Preview, Using Print Preview, Printing Your Document, Creating Headers and Footers: Adding Footnotes and Endnotes	0.5	01
	Total	**05**	**15**
MS EXCEL-2010	INTRODUCTION TO EXCEL: Introduction to spreadsheets, Introduction to excel, File management in excel, Create a new workbook, Moving around in the worksheet, Entering data, Check spelling or automatically correct spelling errors, Selecting cells, Autofill feature of excel, Quick data entry, Autosum facility of excel, Autoformat in excel, Quick movement	01	02
	FORMATTING: Changing column width, Modifying row height, Changing font, size and style, Changing allignment of text, Wrapping of text, Vertical alignment of cells, Special formatting, Conditional formatting	01	02
	ADDING FORMULATE AND FUNCTIONS: About formulae, Adding a formula in cell, Copying of formula, About functions, Adding a function, Copying of functions, Discussion of some useful functions	02	03
	LARGE DATABASES: Create list, Editing records with data form, Data validation, Performing what if analysis, Annotating worksheet, Re-orienting worksheet, Pivot tables, Special facilities of wizard	01	02
	ADDITIONAL FACILITIES TO FORMAT DATA: Inserting rows and columns, Giving quarterly subtotals, Hide and unhide, Grouping and outline, Sorting, Filtering of data, Adding subtotals	01	02
	CHARTS AND MAPS: Chart, Move, resize and delete the chart, Change the chart type, Add new data to a chart, Updating chart items, Formating patterns, texture and colors of bars, Creating a picture graph, Background, Trendlines in charts, Maps, Update the map, Format the map items	01	02
	WORK WITH MULTIPLE WORKSHEETS: Switching between worksheets, Move or copy data from one worksheet to another, Insert a new worksheet, Reference to cells of other worksheet, Giving workbook name in the address, Renaming a worksheet, Moving a worksheet, Copying the worksheet, Deleting a worksheet	01	01
	PRINTING IN EXCEL: Giving header and footer, Putting company name in the header, Giving the footer, Setting up the page, Insert a page break, Previewing the worksheet, Printing of the worksheet	01	0.5
	IMPORTING AND EXPORTING OF DATA: Introduction to import and export of data, Importing and exporting data between excel and other, Office applications, View or save files from other programs as excel, Workbooks, Ways to retrieve data from an external database,	01	0.5
	Total	**10**	**15**

	MS Power Point-2010	Introduction, Applications of Power Point, File Management in Power Point, Starting of Power Point, Create the First Slide, Creating a New Slide, View the Presentation, Saving a Presentation, Close the Presentation, Create a New Presentation, Close Power Point, Changing Views	0.5	01
		Add Text and other Objects to Slides: Enter Text, Edit Text, Format Text, Create Objects, Format the Objects, Grouping of objects, Add Clip Art, Create a Table, Add a Chart, Add Organization Chart Templates and Master Slides: Changing the Color Schemes, Background settings of Slides, Concept of Master Slides,	0.5	01
		Adding Header and Footer, Applying a Readymade Design, Recorder of Slides	0.5	01
		Giving Animation effects: Introduction to Animation Effects, Giving Build Effects, Customize Build Effects, Giving Transition Effects, Adding Transitions to a Slide	0.5	01
		Links and Action buttons: Import a Word Document, Create Macros, Create Action buttons, Create Hyperlinks,	---	0.5
		Tuning up of Presentation: Introduction, Create a Presentation with Auto Content wizard, Performing a Rehearsal, Creating Custom Slide Show, Printing of Presentation, Pack and Go wizard	---	0.5
		Total	**02**	**05**