

1 Syllabus Outline

2	Computer Literacy Programme (CLP)
3	1. Windows 2000 Professional and Internet Unit-1 : Introduction to Computer Unit-2 : Windows 2000 Interface Unit-3 : Windows Explorer and Application Unit-4 : Introduction to Internet
4	2. MS-Word Unit-1 : Introduction to MS Word Unit-2 : Formatting Document Unit-3 : Desktop Publishing Features Unit-4 : Advanced Features in Word
5	3. Introduction to MS-Excel and Power Point Unit-1 : Introduction to Microsoft Excel Unit-2 : Advance features of Microsoft Excel Unit-3 : Introduction to Microsoft PowerPoint Unit-4 : Advanced feature of Microsoft Power Point

DETAILED SYLLABUS



Course-1 WINDOWS 2000 PROFESSIONALS AND INTERNET

Unit-1: INTRODUCTION TO COMPUTERS

- 1.0 Introduction
- 1.1 Objectives
- 1.2 What is a Computer?
- 1.3 Parts of a Computer
- 1.4 Data Processing Cycle
- 1.5 Hardware versus Software
- 1.6 Operating System
- 1.7 Summary
- 1.8 Model Answers

Unit-2:- WINODWS 2000 INTERFACE

- 2.0 Introduction
- 2.1 Objectives
- 2.2 Windows 2000 Interface
- 2.3 Windows Properties
- 2.4 Working with multiple Windows
- 2.5 Control panels
- 2.6 Summary
- 2.7 Model Answers

Unit-3 : Windows Explorer and Applications

- 3.0 Introduction
- 3.1 Objectives
- 3.2 Explorer and My Computer
- 3.3 Windows Applications
 - 3.3.1 Notepad
 - 3.3.2 Paint
 - 3.3.3 Character Map
 - 3.3.4 Calculator
 - 3.3.5 WordPad
- 3.4 Systems Tools
- 3.5 Summary
- 3.6 Model Answers

Unit-4 Introduction to Internet

- 4.0 Introduction
- 4.1 Objectives
- 4.2 Internet Architecture
- 4.3 Internet Tools
- 4.4 Browser Configuration
- 4.5 Accessing through Inter Explorer
- 4.6 MS Outlook



- 4.6.1 Mail Window
- 4.6.2 Customizing Outlook Express
- 4.7 Summary
- 4.8 Model Answers

Course 2- MS WORD

Unit-1 Introduction to MS-Word

- 1.0 Introduction
- 1.1 Objectives
- 1.2 Starting MS-Word
- 1.3 Document Window
 - 1.3.1 Components of Document Windows
 - 1.3.2 Create Documents
 - 1.3.3 Open Documents
 - 1.3.4 Locating Documents
 - 1.3.5 Protecting Documents
- 1.4 Manipulating Text
- 1.5 Getting Help with MS-Word
- 1.6 Summary
- 1.7 Model Answers

Unit-2 : Formatting Documents

- 2.0 Introduction
- 2.1 Objectives
- 2.2 Viewing Documents
- 2.3 Formatting Text
- 2.4 Formatting Paragraphs
- 2.5 Formatting Pages
- 2.6 Advance Formatting Features
 - 2.6.1 Auto format
 - 2.6.2 Headers and Footers
 - 2.6.3 Insert Section Break
 - 2.6.4 Numbering Pages
- 2.7 Summary
- 2.8 Model Answers

Unit-3 : Desktop Publishing Features

- 3.0 Introduction
- 3.1 Objectives
- 3.2 Proofreading a Document
 - 3.2.1 Set Language Option
 - 3.2.2 Spell Check for a Document
 - 3.3.3 Using the Autocorrect Feature
 - 3.3.4 Using the Auto text feature
 - 3.3.5 Find and replace



- 3.3.6 Previewing Documents
- 3.3 Printing Documents
- 3.4 Summary
- 3.5 Model Answer

Unit-4 : Advance Features in WORD

- 4.0 Introduction
- 4.1 Objective
- 4.2 Mail Merger
 - 4.2.1 Creating Main Document
 - 4.2.2 Specifying the Data Source
 - 4.2.3 Merging the Data file and the Main Document
- 4.3 Tables
 - 4.3.1 Creating table
 - 4.3.2 Converting Table to Text
 - 4.3.3 Editing Table
- 4.4 Summary
- 4.5 Model Answer

Course 3 : Introduction to MS Excel & Power Point

Unit-1 : Introduction to Microsoft Excel

- 0.0 Introduction
- 0.1 Objectives
- 0.2 Starting Excel
 - 0.2.1 Excel Worksheet
- 0.3 navigating Worksheet
- 0.4 Entering Data
 - 0.4.1 Entering Text
 - 0.4.2 Entering Numbers
 - 0.4.3 Entering data and time
 - 0.4.4 Entering Formulas
- 0.5 Excel Functions
- 0.6 Selecting Cell Ranges
- 0.7 Creating Text Number and data Series
 - 0.7.1 Creating Text Series
 - 0.7.2 Using the Auto fill features
- 0.8 Editing Worksheet data
 - 0.8.1 Clearing a Cell
 - 0.8.2 Copying Data
 - 0.8.3 Cut & Paste
 - 0.8.4 Inserting and deleting
- 0.9 Worksheet Formatting
 - 0.9.1 Numbering Formatting
 - 0.9.2 Custom Formats



- 0.9.3 Data & Time format
- 0.10 Changing Column width and Row width
 - 0.10.1 Changing Column width
 - 0.10.2 Change Row width
- 0.11 Auto Formats
- 0.12 Alignment data
 - 0.12.1 Horizontal control
 - 0.12.2 Orienting Text
 - 0.12.3 Controlling text within Cell
 - 0.12.4 Applying Borders
- 0.13 Working with Graphic Objects
 - 0.13.1 Adding Graphic Objects to a Worksheet
 - 0.13.2 Selecting, Resizing Objects
 - 0.13.3 Creating a Text Box
- 0.14 Charts
- 0.15 Summary
- 0.16 Model Answers

Unit-2 : Advanced features of Microsoft Excel

- 2.0 Introduction
- 2.1 Objectives
- 2.2 Using Formulas, Function & Macros
 - 2.2.1 Entering Formulas
 - 2.2.2 Entering Date and time formulas
 - 2.2.3 Converting formulas to values
 - 2.2.4 Inserting Range Names in formulas
- 2.3 Entering Functions
 - 2.3.1 Entering Function manually
 - 2.3.2 Paste Functions
 - 2.3.3 Editing Functions
- 2.4 Macros
 - 2.4.1 Creating and Storing Macros
 - 2.4.2 Running a Macro
- 2.5 Printing Worksheet Data
 - 2.5.1 Printing an Area
 - 2.5.2 Defining and deleting print area
 - 2.5.3 Printing worksheets
 - 2.5.4 Inserting and removing Page Breaks
 - 2.5.5 Modifying Page Setup
- 2.6 creating Headers and Footers
 - 2.6.1 Using built-in Headers and footers
 - 2.6.2 Custom Headers and Footers
- 2.7 Protecting data within Workbooks
 - 2.7.1 Password to open a file



Excel

- 2.7.2 Password to modify a file
- 2.7.3 Creating the backup option
- 2.7.4 Removing protection and modifying passwords
- 2.7.5 Workbook level protection
- 2.7.6 Protection and security at worksheet level
- 2.7.7 Cell protection
- 2.8 sharing adapt with other applications
 - 2.8.1. Horizontal control Inserting or linking to a worksheet Embedding an object in another application
- 2.9 Working with data forms using Lists
 - 2.9.1 Adding records with data forms
 - 2.9.2 Deleting records with data forms
 - 2.9.3 Finding records with data forms
 - 2.9.4 Sorting data in a List
 - 2.9.5 Filtering data in a List
 - 2.9.6 Using the Auto filler
 - 2.9.7 Setting some custom Categories

Unit-3 : Introduction to Microsoft PowerPoint

- 3.0 Introduction
- 3.1 objectives
- 3.2 starting PowerPoint
 - 3.2.1 PowerPoint presentation screen
 - 3.2.2 Rulers and Guides
- 3.3 creating a new presentation
 - 3.3.1 Creating a presentation using a Template
 - 3.3.2 Creating a blank presentation
 - 3.3.3 Opening and closing an existing presentation
- 3.4 inserting and deleting slides in a presentation
- 3.5 viewing a presentation
- 3.6 entering and editing text
- 3.7 enhancing text presentation
- 3.8 working with color and Line Style
- 3.9 adding headers and Footers
- 3.10 Summary
- 3.11 Model Answers

Unit-4: Advanced Features of Microsoft PowerPoint

- 4.0 introduction
- 4.1 Objectives
- 4.2 Inserting objects in a presentation
 - 4.2.1 Adding ClipArt pictures
 - 4.2.2 Auto ClipArt
 - 4.2.3 Adding graphic objects



- 4.2.4 Drawing Rectangles and Ovals
- 4.2.5 Using Auto shapes
- 4.2.6 Drawing Lines and Arcs
- 4.2.7 Drawing Text Boxes
- 4.2.8 Drawing freeform shapes
- 4.2.9 Editing freeform shapes
- 4.3 Adding Movies and Sounds
- 4.4 Inserting Word table or an excel Worksheet
 - 4.4.1 Inserting other objects
 - 4.4.2 Moving and copying objects
 - 4.4.3 Resizing and scaling an object
- 4.5 Checking Slides
- 4.6 Choosing a Setup for presentation component
- 4.7 Printing presentation components
 - 4.7.1 Making setting in the Print dialog box
 - 4.7.2 Printing different kinds of output
- 4.8 Setting up and running a slide show on screen
 - 4.8.1 Running a slide show
 - 4.8.2 Setting transition and slide timings
 - 4.8.3 Automating a slide show
 - 4.8.4 Building slide text
 - 4.8.5 interacting with objects during a presentation
- 4.9 Summary
- 4.10 Model Answers