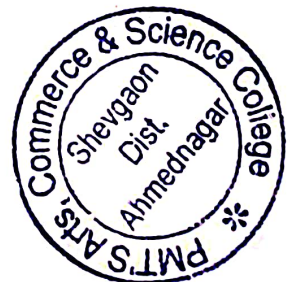


# 1 Syllabus Outline

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