

Course on Computer Concepts

Duration:

Pre-requisites:

Module 1 (Introduction to Computer)

- Computer and Latest IT gadgets
- Basic of Hardware & Software

Module 2 (Introduction to Operating System)

- Operating System
- User Interface for desktop and laptop
- Operating system simple settings
- File and folder management
- Types of file extensions

Module 3 (Word Processing)

- Word Processing Basic
- Opening & Closing Documents
- Text Creation & Manipulation
- Formatting the text
- Table Manipulation
- Mail Merge
- Shortcut Keys

Module 4 (Spread Sheet)

- Elements of Spreadsheet
- Manipulation of Cells & Sheet
- Formulas, Functions and Chart

Module 5 (Presentation)

- Creation of Presentation
- Manipulating Slides
- Presentation of Slides
- Providing of Aesthetics to slides and printing

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Module 6 (Introduction to Internet & WWW)

- Basics of Computer Networks
- Internet
- Popular Web Browsers
- Exploring the Internet

Module 7 (Email, Social Networking & E-Governance Services)

- Structure of E-Mail
- Using Emails
- Social Network & E-Commerce
- Overview of e-Governance Services like Railway Reservation, Passport, eHospital (ORS)
- Accessing e-Governance Services on mobile using UMANG App
- Digital Locker

Module 8 (Digital Financial Tools & Applications)

- Digital Financial Tools
- Internet Banking
- Online Bill Payment

Module 9 (Overview of Future Skills & cyber security)

- Cyber Security
- Introduction to IoT
- Introduction to Big Data Analytics
- Introduction to Cloud Computing
- Introduction to Virtual Reality
- Introduction to Artificial Intelligence
- Introduction to Social & Mobile
- Introduction to Blockchain Technology
- Introduction to 3D Printing/Additive Manufacturing
- Introduction to Robotics Process Automation