

RS-CIT

Duration:**FUNDAMENTAL OF COMPUTER**

- What's Computer?
- Types of Computer
- History of computer
- How to on & off Computer
- What is booting?

Working with Microsoft windows 10

- Operating system (PC & Mobile)
- Control Panel Settings
- Run program with Run Dialog box
- Extension of Programs
- Working with notepad & WordPad

Microsoft Word 2010

- Application, Letters Drafting
- Page & Paragraph settings
- Mail merge
- Envelope & labels
- Tables, Columns, Watermark
- Make different types of graphic
- Linking etc.

Microsoft Excel 2010

- Workbook & Worksheet
- Salary Report, Student Report
- Sort & Filter
- Page Settings
- Functions & Formulas
- Chart

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Microsoft Power Point 2010

- What's is Presentation
- Slide intro & Slide View
- Slide Transition Effect's
- Slide Animation
- Audio & Video Effects
- Header & Footer, Slide Number
- Action Button, Rehearse Timings
- Slide Show with video

Microsoft Access

- What's is Access
- How to create a database

Internet

- E-Mail, Use of Social Networking Sites.
- RSRTC (roadways), Railway ticket, flight & bus ticket
- Online shopping, audio & video Downloads, educational websites
- Result, online form, cloud storage, online Job
- Govt Official Websites e.g. Aadhar card, License, Bhamashah etc
- Digital Payment & Platforms

Hardware & Software

- Overview of Computer Parts with deep knowledge
- Types of Software
- Windows and MS office Installation

Cyber Securities

- DNS Poisoning
- Phishing Attack
- Denial of Service ETC.