

SHYAMA PRASAD MUKHERJI COLLEGE (W)

University of Delhi

Notice Regarding Computer Literacy Program

The department of computer science takes an initiative to conduct the computer literacy program for all those interested in learning to make their day to day tasks easy. Only those students who have already registered themselves by mailing (please note these registrations are closed now) us must present themselves for final registration on 20 June 2016 at 10:00 a.m. in room no. 38. Following this they will have their first class of 2 hours.

Dr. Pooja Vashisth

In-Charge, Computer Science

Program Trainers:

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SYLLABUS FOR 3-WEEK COMPUTER LITERACY PROGRAM

1. Introduction to Computer

- What is computer?
 - Components of Computer
 - Functions of Computer
 - Applications of Computer
 - How to start with a computer?
- How computer works?
 - Working of Computer
 - Concept of Software & Hardware
 - Computer Memory

2. Operating System

- Concept and Methodology
 - Basic Operating System Concepts
 - Features and Benefits
- Why Ubuntu and Linux?
- Understanding the Ubuntu Menu Design

3. Installation of Open Office

- Downloading Open Office
- Installing Open Office

4. Open Office Writer (Document)

- Word processing concepts
 - saving, closing, Opening an existing document ,also using shortcuts
 - Selecting text, Editing text, Finding and replacing text
 - printing documents
 - Character and Paragraph Formatting
 - Page Design and Layout.
- Editing and Profiling Tools
 - Checking and correcting spellings
 - Handling Graphics
 - Creating Tables and Charts
 - Document Templates and Wizards.

5. Open Office Calc (Spreadsheet)

- Spreadsheet Concepts
 - Creating, Saving and Editing a Workbook
 - Inserting, Deleting Work Sheets
 - Entering data in a cell / formula Copying and Moving from selected cells
 - Handling operators in Formulae
 - Functions: Mathematical, Logical, statistical, text, Date and Time functions
 - Using Function Wizard.
- Formatting a Worksheet
 - Formatting Cells – changing data alignment, changing date number, character or currency format, changing font, adding borders and colors
 - Printing Worksheets
- Charts and Graphs – Creating, Previewing, Modifying Charts.

6. Open Office Impress (Presentation)

- Working with Presentation
 - Creating, Opening and Saving Presentations
 - Creating the Look of Your Presentation
 - Working with Slides,
 - Adding and Formatting Text, Formatting Paragraphs
 - Checking Spelling and Correcting Typing Mistakes
 - Making Notes Pages and Handouts
- Drawing and Working with Objects
 - Adding Clip Art and other pictures, Designing
- Slide Shows
 - Running and Controlling a Slide Show, Printing Presentations.

7. Open Office Base (Database Tools)

- Data Manipulation-Concept
 - Database
 - Relational Database
 - Integrity.
- Operations:
 - Creating, dropping, manipulating table structure.
- Manipulation of Data
 - Query, Data Entry
- Form, Reports

8. Email-Related Tasks

- Open An Email Account
 - Account Creation - signup
 - Account Sign In
 - Steps to be taken if Forget Password
- Writing An Email
 - Mail send (to , from , subject, body/msg)
 - Attachments
 - CC, BCC
 - Directly dropping files into mail
 - Attaching documents from Google drive
- Mail search
- Account Settings

9. E-banking & E-billing

- Using E-banking & E-billing
- Advantages & demand
- Procedure
- Some examples
 - Online shopping
 - Online recharge
 - Electricity Bill payment
 - DU UG courses online registration system

10. Installation of Mozilla Firefox

- Downloading Mozilla Firefox
- Installing Mozilla Firefox

11. Using Search Engines

- Using shortcuts to search in Search engines
 - Inurl
 - Intitle
 - Infile
- Bookmarks

- History
- Cookies
- Downloads
- Private Browsing
- Print
- Zoom
- Shortcuts while using Mozilla Firefox