

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

SYLLABUS