

Detailed SYLLABUS of Computer Appreciation and Application Test
(As per criteria specified in Section – 1.4., PHASE- II)

1.0 Introduction to Computer

- 1.1 Introduction
- 1.2 Objective
- 1.3 What is Computer
 - 1.3.1 Advantage/Disadvantage of Computer
 - 1.3.2 History of Computer
 - 1.3.3 Generation of Computer
 - 1.3.4 Basic applications of computer
 - 1.3.5 Entertainment
 - 1.3.6 E-governance
- 1.4 Components of Computer System
 - 1.4.1 Central Processing Unit (CPU)
 - 1.4.2 VDU
 - 1.4.3 Keyboard and Mouse
 - 1.4.4 Other input/output Devices
 - 1.4.5 Computer Organization
 - 1.4.6 Computer Memory Primary & Secondary, Ram & Rom, units of memory
- 1.5 Introduction to Computer Peripherals
 - 1.5.1 Connecting keyboard, mouse, monitor and printer to CPU
 - 1.5.2 Use of Mouse
 - 1.5.3 Working with left Mouse button
 - 1.5.4 Working with right Mouse Button
 - 1.5.5 Checking Power Supply
- 1.6 Concept of Hardware and Software
 - 1.6.1 Hardware
 - 1.6.2 Software
 - 1.6.2.1 Application software
 - 1.6.2.2 Systems software
- 1.7 Classifications of Computers
 - 1.7.1 Representation of data/information concepts of data processing
 - 1.7.2 Data and Information
 - 1.7.3 Storage of Data/Information as files
- 2 Introduction to Windows**
- 2.1 Introduction
- 2.2 Objective
 - 2.3 Operating System
 - 2.3.1 What is Operating System
 - 2.3.2 Types of Operating System
- 2.4 Operating System and Basics of Windows
 - 2.4.1 User Interface

- 2.4.2 Using Mouse and Moving Icons on the screen
- 2.4.3 My Computer
- 2.4.4 Starting an application using start button, minimize, maximize, restore and closing of window
- 2.4.5 Taskbar
- 2.4.6 Status bar
- 2.4.7 Recycle Bin
- 2.5 Start Button and Menu selection etc.
 - 2.5.1 Running an Application
 - 2.5.2 Windows Explorer
 - 2.5.3 Creating, deleting and Renaming of files and folders
 - 2.5.4 Opening and closing of different Windows etc.
- 2.6 Windows Setting
 - 2.6.1 Control Panels
 - 2.6.2 Wall Papers and Screen Savers
 - 2.6.3 Setting the date and Sound etc.
 - 2.6.4 Using Help
 - 2.6.5 Display Properties
- 2.7 Advanced Windows
 - 2.7.1 Using Right Mouse Button
 - 2.7.2 Creating short cuts
 - 2.7.3 Basics of window set up
 - 2.7.4 Notepad
 - 2.7.5 Window Accessories
- 2.8 Using Multimedia
 - 2.8.1 Playing CD's/DVD's
 - 2.8.2 Using Media Player
 - 2.8.3 Sound Recorder
- 3 Word Processing**
 - 3.1 Introduction
 - 3.2 Objectives
 - 3.3 Word Processing Basics
 - 3.3.1 Opening Word Processing Package
 - 3.3.2 Menu Bar
 - 3.3.3 Toolbar
 - 3.3.4 Using Help
 - 3.3.5 Using Icons below Menu Bar
 - 3.4 Opening Documents and Closing Documents
 - 3.4.1 Opening Documents
 - 3.4.2 Save and Save as
 - 3.4.3 Page Setup
 - 3.4.4 Print Preview
 - 3.4.5 Printing of Documents & Other Properties
 - 3.5 Display/Hiding of Paragraph Marks

- 3.5.1 Moving Around in a Document
- 3.5.2 Scrolling the Documents, Scrolling by line/paragraph
- 3.5.3 Fast Scrolling and Moving Pages
- 3.5.4 Using a Document/Help Wizard
- 3.6 Text Creation and editing
 - 3.6.1 Creating a document
 - 3.6.2 Selecting & Moving text
 - 3.6.3 Spell checking
 - 3.6.4 Text Selection
 - 3.6.5 Editing with cut, copy & paste
 - 3.6.6 Undo & Redo
 - 3.6.7 Find and Replace
 - 3.6.8 Thesaurus
 - 3.6.9 Paragraph and Tab Setting
- 3.7 Formatting the text
 - 3.7.1 Font and Size selection
 - 3.7.2 Bold, Italic, and Underline
 - 3.7.3 Alignment of Text, Center, Left, Right and justify etc.
 - 3.7.4 Bullet and Numbering
 - 3.7.5 Border and Shading, Change Case
 - 3.7.6 Working with tabs, indents & spacing
 - 3.7.7 Formatting paragraphs, using columns
- 3.8 Table Manipulation
 - 3.8.1 Concept of table, Rows, Columns and Cells
 - 3.8.2 Draw Table
 - 3.8.3 Changing cell Width and Height
 - 3.8.4 Alignment of Text in Cell
 - 3.8.5 Copying of cell
 - 3.8.6 Delete/insertion of row and columns
 - 3.8.7 Borders for table
 - 3.8.8 Deleting a table
 - 3.8.9 Splitting and merging cells
 - 3.8.10 Converting table to text
 - 3.8.11 Setting table properties
- 3.9 Mail Merge
- 3.10 Printing
 - 3.10.1 Print Preview
 - 3.10.2 Print a selected page, etc.
 - 3.10.3 Paper Orientation
 - 3.10.4 Paper setting/ margin
- 4 Spread-Sheet**
 - 4.1 Introduction
 - 4.2 Objectives
 - 4.3 Elements of Electronics Spread Sheet

- 4.3.1 Application/usage of Electronic Spread Sheet
- 4.3.2 Opening of Spread Sheet
- 4.3.3 Menu bar
- 4.3.4 Saving Workbook
- 4.3.5 Creation of cell and addressing of cells
- 4.3.6 Inserting new rows & columns, worksheets
- 4.3.7 Editing rows/columns height & width
- 4.3.8 Renaming, deleting and moving a worksheet
- 4.4 Manipulation of Cells
 - 4.4.1 Cell addressing
 - 4.4.2 Enter texts
 - 4.4.3 Numbers and Dates
 - 4.4.4 Cell Height and Width
 - 4.4.5 Copying of cells etc.
- 4.5 Formulas
 - 4.5.1 Using Formulas
 - 4.5.2 Using basic functions & formulas a cell
 - 4.5.3 Sum function
 - 4.5.4 Average
 - 4.5.5 Percentage, other functions
- 4.6 Function
 - 4.6.1 Data sorting
 - 4.6.2 Using Subtotals
 - 4.6.3 Applying filters
- 4.7 Chart
 - 4.7.1 Inserting Chart
 - 4.7.2 Formatting chart
- 4.8 Spread sheet for small accountings
 - 4.8.1 Maintaining invoices/budgets
 - 4.8.2 Totaling of various transactions
 - 4.8.3 Maintaining daily & monthly sales report
- 5. Power Point**
 - 5.0 Introduction to power Point, what is Power Point, starting Power Point, creating and opening a presentation,
 - 5.1 Power Point views, moving between slides, saving/ closing a presentation, exiting Power Point.
 - 5.2 Creating a new presentation using the auto content wizard and slide layout. Creating a new presentation using different layouts
 - 5.3 Customizing Presentation: Changing the text formats, adding bullets, aligning text.
 - 5.4 Formatting slides: Using color schemes, background color and designs, adding picture/ graphics on slide
 - 5.5 Adding Head and Footer, changing slide layouts.
 - 5.6 Adding charts of different types of slide, organization chart slide show,

- 5.7 Using slide transition: giving timing, sound and adding animations to slides and using preset animations
- 5.8 Using Drawing Toolbar
- 5.9 Slide Master View
- 5.10 Using custom animation: Animating pictures and Text with sound effects
- 5.11 Using page setup and printing

6. Internet

- 6.0 Introduction
- 6.1 Objectives
- 6.2 Basic of computer networks
 - 6.2.1 Local Area Network (LAN)
 - 6.2.2 Wide Area Network (WAN)
- 6.3 Internet
 - 6.3.1 Concept of Internet
 - 6.3.2 Application of internet
 - 6.3.3 Advantages of internet
 - 6.3.4 Connecting internet
- 6.4 Internet service providers (ISP)
 - 6.4.1 Internet Access
 - 6.4.2 Broad Band
 - 6.4.3 Dial Up
 - 6.4.4 Wi-Fi
 - 6.4.5 Troubleshooting

7. WWW and Web Browsers

- 7.0 Introduction
- 7.1 Objectives
- 7.2 World Wide Web (WWW)
- 7.3 Web Browser
 - 7.3.1 Internet Explorer
 - 7.3.2 Netscape Communicator
- 7.4 Search Engine and Surfing the Internet
 - 7.4.1 URL Address
 - 7.4.2 Searching over the Web
 - 7.4.3 Moving Around in a web-site
 - 7.4.4 Printing and saving web pages
 - 7.4.5 Uploading and Downloading
 - 7.4.6 Chatting

8. Introduction to E-mail

- 8.0 Introduction
- 8.1 Objectives
- 8.2 Basic of Electronic Mail
- 8.3 Creating new e-mail account
- 8.4 What is an Electronic mail
 - 8.4.1 Email addressing

- 8.4.2 Mailbox: Inbox and outbox
- 8.5 Sending & Checking mails
 - 8.5.1 Creating an E-mail
 - 8.5.2 Viewing an E-mail
 - 8.5.3 Sending an E-mail
 - 8.5.4 Replying to an E-mail message
 - 8.5.5 Forwarding an E-mail message
 - 8.5.6 Sorting and searching emails
 - 8.5.7 Saving mails
 - 8.5.8 Sending same mail to various users etc.
- 8.6 Documents Handling
 - 8.6.1 Sending soft copy as attachment
 - 8.6.2 Sending a portion of document as email
 - Visiting various sites