

BEACON BY SIESGST [ISR]
SUBJECT: COMPUTER OPERATOR
[Duration:12 Weeks]

1. KNOWING COMPUTER

- 1.0 Introduction
- 1.1 Objectives
- 1.2 What is Computer?
 - 1.2.1 Basic Applications of Computer
- 1.3 Components of Computer System
 - 1.3.1 Central Processing Unit
 - 1.3.2 Keyboard, mouse and VDU
 - 1.3.3 Other Input devices
 - 1.3.4 Other Output DevicesComputer Memory
- 1.4 Concept of Hardware and software
 - 1.4.1 Hardware
 - 1.4.2 Software
 - 1.4.2.1 Application Software
 - 1.4.2.2 Systems software
- 1.5 Concept of computing, data and information
- 1.6 Applications of IECT
 - 1.6.1 e-governance
 - 1.6.2 Entertainment
- 1.7 Bringing computer to life
 - 1.7.1 Connecting Keyboard, mouse, monitor, & printer
 - 1.7.2 Checking power supply
- 1.8 Summary

2. OPERATING COMPUTER USING GUI BASED OPERATING SYSTEM

- 2.0 Introduction
- 2.1 Objectives
- 2.2 Basics of operating system
 - 2.2.1 Operating System
 - 2.2.2 Basics of popular operating system [Linux, Windows]
- 2.3 The User Interface
 - 2.3.1 Task Bar
 - 2.3.2 Icons
 - 2.3.3 Menu
 - 2.3.4 Running an application
- 2.4 Operating system simple settings
 - 2.4.1 Changing system time and date
 - 2.4.2 Changing display properties
 - 2.4.3 To Add Or Remove A Windows Component
 - 2.4.4 Changing Mouse Properties
 - 2.4.5 Adding and removing Printers
- 2.5 File and directory management

- 2.5.1 Creating and renaming of files and directories
- 2.6 Common utilities
- 2.7 Summary

3.UNDERSTANDING WORD PROCESSING

- 3.0 Objectives
- 3.1 Word Processing Basics
 - 3.2.1 Opening Word Processing Package
 - 3.2.2 Menu Bar
 - 3.2.3 Using the Help
 - 3.2.4 Using The icons below menu bar
- 3.2 Opening and closing Documents
 - 3.3.1 Opening Documents
 - 3.3.2 Save and Save as
 - 3.3.3 Page Setup
 - 3.3.4 Print Preview
 - 3.3.5 Printing of Documents
- 3.4 Text Creation and manipulation
 - 3.4.1 Document Creation
 - 3.4.2 Editing Text
 - 3.4.3 Text Selection
 - 3.4.4 Cut, Copy and Paste
 - 3.4.5 Spell check
 - 3.4.6 Thesaurus
- 3.5 Formatting the Text
 - 3.5.1 Font and Size selection
 - 3.5.2 Alignment of Text
 - 3.5.3 Paragraph Indenting
 - 3.5.4 Bullets and Numbering
 - 3.5.5 Changing case
- 3.6 Table Manipulation
 - 3.6.1 Draw Table
 - 3.6.2 Changing cell width & height
 - 3.6.3 Alignment of Text in cell
 - 3.6.4 Delete/Inserting of row and column
 - 3.6.5 Border & Shading
- 3.7 Summary

4.USING SPREAD SHEET

- 4.0 Objectives
- 4.1 Elements of Electronic Spread Sheet
 - 4.1.1 Opening of spread sheet
 - 4.1.2 Addressing of cells
 - 4.1.3 Printing of spread sheets
 - 4.1.4 Saving Workbooks
- 4.2 Manipulation of Cells
- 4.3 Manipulation of cells
 - 4.3.1 Entering Text, Numbers & Dates
 - 4.3.2 Creating Text, Number & Date Series

- 4.3.3 Editing Worksheet Data
- 4.3.4 Inserting & Deleting Rows, Column
- 4.3.5 Changing cell height & width
- 4.4 Formulas and Function
 - 4.4.1 Using Formulas
 - 4.4.2 Function
- 4.5 Summary

5 COMMUNICATION USING THE INTERNET

- 5.0 Introduction
- 5.1 Objectives
- 5.2 Basic of Computer Networks
 - 5.2.1 Local area Network: (LAN)
 - 5.2.2 Wide Area Network: (WAN)
- 5.3 Internet
 - 5.3.1 Concept of Internet
 - 5.3.2 Applications of Internet
 - 5.3.3 Connecting to the internet
 - 5.3.4 Troubleshooting
- 5.4 Summary

6 WWW & WEB BROWSER

- 6.0 Introduction
- 6.1 Objectives
- 6.2 World Wide Web [WWW]
- 6.3 Web Browsing Software
 - 6.3.1 Popular web browsing software
- 6.4 Search Engines
 - 6.4.1 Popular search engine
 - 6.4.2 Accessing Web Browsers
 - 6.4.3 Using Favorites Folder
 - 6.4.4 Downloading web page
 - 6.4.5 Printing Web Pages
- 6.5 Understanding URL
- 6.6 Surfing the web
 - 6.6.1 Using e-governance website
- 6.7 Summary

7. COMMUNICATIONS AND COLLABORATION

- 7.0 Introduction
- 7.1 Objectives
- 7.2 Basics of Email
 - 7.2.1 What is an Electronic Mail
 - 7.2.2 Email Addressing
- 7.3 Using E-mails
 - 7.3.1 Opening Email account

- 7.3.2 Mailbox: Inbox and Outbox
- 7.3.3 Creating and Sending a new E-mail
- 7.3.3 Replying to an E-mail message
- 7.3.5 Forwarding an E-mail message
- 7.3.6 Sorting and Searching emails
- 7.4 Document collaboration
- 7.5 Instant Messaging and Collaboration
 - 7.5.1 Using Instant messaging
 - 7.5.2 Instant messaging providers
 - 7.5.3 Netiquettes
- 7.6 Summary

8. MAKING SMALL PRESENTATIONS

- 8.0 Introduction
- 8.1 Objectives
- 8.2 Basics
 - 8.2.1 Using PowerPoint
 - 8.2.2 Opening a Power Point Presentation
 - 8.2.3 Saving Presentat
- 8.3 Creating a Presentation
 - 8.3.1 Creating a presentation using a Templet
 - 8.3.2 Creating a Blank presentation
 - 8.3.3 Entering and editing text
 - 8.3.4 Inserting & deleting slides in a presentation
- 8.4 Preparation of Slides
 - 8.4.1 Inserting word table or an excel worksheet
 - 8.4.2 Adding clip art pictures
 - 8.4.3 Inserting other objects
 - 8.4.4 Resizing and Scaling an Object
- 8.5 Presentation of slides
 - 8.5.1 Viewing of slides
 - 8.5.2 Choosing a Set Up for Presentation
 - 8.S.3 Printing Slides And Handouts
- 8.6 Slide Show
 - 8.6.1 Running a Slide Show
 - 8.6.2 Transition and Slide Timings
 - 8.6.3 Automating a Slide Show