

CRITERION I – CURRICULAR ASPECTS

1.3 Curriculum Enrichment

1.3.2 Certificate Courses / Value Added Courses

Syllabus





Certificate course on Computer Literacy Programme

SYLLABUS 2018-2020

INTRODUCTION TO COMPUTERS:

Introductions Objectives- What is a Computer- Parts of a Computer- Data Processing cycle- Hardware versus Software

WINDOWS EXPLORER AND APPLICATIONS:

Explorer and My Computer- Windows Applications- Notepad- Paint- Character Map- Calculator- Wordpad

INTRODUCTION TO INTERNET:

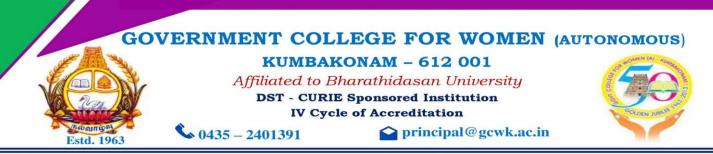
Introduction- Internet Architecture- Internet Tools- Browser Configuration-Accessing through Inter Explorer- MS Outlook- Mail Window- Customizing Outlook Express

INTRODUCTION TO MS-WORD:

Introduction- Objectives- Starting MS- Word- Document Window- Components of Document Windows- Create Documents- Open Documents- Locating Documents-Protecting Documents- Manipulating Text

FORMATTING DOCUMENT

Introduction Objectives- Viewing Documents- Formatting Text- Formatting Paragraphs- Formatting Pages- Advance Formatting Features- Auto format- Header and Footers- Insert section break-Numbering Pages- Set Language Option- Spell check for a



Document- Using the Autocorrect Features- Using the Auto text Features- Find and Replace-Previewing Document- Printing Documents

Mail Merger- Creating Main Document- Specifying the Data Source- Merging the Data file and the main document- Tables- Creating Table- Converting Table to Text-Editing Tab

INTRODUCTION TO MICROSOFT EXCEL:

Introduction- Objectives- Starting Excel- Excel Worksheet- Navigating Worksheet entering data- Entering text- Entering Numbers- Entering data and time- Entering Formula- Excel functions- Selecting Cell Ranges- Creating Text Number and Data Series-Creating table series- Using the Auto fill features- Editing worksheet data- Clearing a cell-Copy data- Cut and Paste- Inserting and Deleting- Worksheet Formatting- Numbering Formatting- Data And time Formatting- Changing column width and Row width- Row Formats- Alignment data- Entering Formulas- Entering Date and time formulas-Converting formulas to values- Inserting Range Names in Formulas- Entering Functions-Entering Function manually- Paste Functions- Editing Functions.

INTRODUCTION TO MICROSOFT POWEPOINT:

Starting Powerpoint- Powerpoint Presentation screen- Rulers and Guides- Creating a new blank presentation- Opening and closing an existing presentation- Inserting and Deleting Slides in a Presentation- Viewing a presentation- Entering and Editing Text-Enhancing Text Presentations- Working with color and line style- Adding headers and footers- Inserting objects in a presentation- Adding clipart pictures- Auto clip art- Adding Graphic object- Drawing Rectangles and ovals- Using Autoshapes- Drawing lines and



Area- Drawing Text boxes- Drawing Freeform Shapes- Editing Free Form Shapes-Inserting Word Tables an Excel Worksheet- Inserting Other Object- Moving and Copying Objects- Resizing and scaling an Object- Checking Slides- Choosing a Setup for Presentations Components- Printing Presentations Components- Running a Slides show-Setting Transition and slide timings- Automating Slides show

HTML:

What is HTML- Basic tag of Html- Title Tag- Body Tag- Formatting of Text- Headers-Formatting Tags- Pre Tag- Font Tag- Special Characters- Working with images- Anchor Tag- List- Unordered list- Ordered List- Definition List- Tables- Tables- Pre and TD tag-Cell Padding- COLSPAN and ROWSPAN- Frames-Frameset-FRAME tag-NOFRAMES tag-Forms- FORM and INPUT tag-Text Box-Radio Button- Checkbox-SELECT tag and Pull Down lists

C LANGUAGE

Introduction- Structure of a C Program- C Variables- Data Types-Keywords-Operators(Binary/unary/Compound Assignment/Logical Operators)- Conditional statements-Looping Statements-Arrays- Standard IO functions(getc(),getchar(),scanf(), and related).



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COMPUTER LITERACY PROGRAMME (SYLLABUS) 2021-2023

Unit I

Introduction to computer- History of Computer- Generations- Classifications-Characteristics- Importance- Types- Uses- Advantages and Disadvantages of Computer

Unit II

Introduction to Windows-Evolution of Windows-Operating System- Versions-Parts-

Applications-Advantages and Disadvantages- Keyboard Shortcuts

Unit III

Hardware and Software Basics- Components-Types of Hardware and Software- Storage Devices

Unit IV

Introduction to Number Systems- ASCII Codes- Decimal Number System-Binary Number System-Octal Number System-Hexadecimal Number System- Conversions

Unit V

Introduction to Microsoft Office-Application-History-Versions-MsWord-MsExcel-

MsPowerpoint-MsAccess-MsPublisher-MsOneNote

Microsoft Word: Introduction-Advantages-Features-Components-Editing Documents-Formatting

Text-Formatting Pages-Working with Tables-Advance Operations-Using Mail mergeOption

Microsoft Excel: Fundamentals-Worksheet basics-Editing worksheet-Formatting a Worksheet-

Creating and Work with Chart-Managing Workbooks-Working with page layoutand printing-More Functions and Formulas

Microsoft PowerPoint: Introduction-Presentation basics-Inserting and Editing text- Formatting Text-Formatting presentation-Working with Tables, Charts and Smart art-ApplyingTransition and Animation Effects

Microsoft Access: Overview-RDBMS-Objects-Create Database-Data types-Create Tables-Adding Data-Query Data-Grouping data-Reports basics

Microsoft Publisher: Introduction-Features-Uses- Basic Parts-Creating Publication based on Templates-Creating blank Publications-Saving, Closing and Opening Publications- Preview, Printing Publications

Microsoft OneNote: Introduction-Getting started with OneNote-Working with Pages-Inserting Notes-Manipulate Text-Inserting Objects into OneNote-Manipulate shapes-Check Spelling, Undo/Redo and Recycle bin

Unit VI

Computer Network Basics-Evolution of Networking-Types-Network Devices-Networking Topologies-Internet, Web and Internet of Things-Domain Name System

Unit VII

C Language-Introduction-Features-Structure of C, Compilation, Execution-Arrays, Function and Strings-Identifiers and Keywords.



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