

## Computer Fundamentals, MS-Office, Internet & Soft Skills

1. **Name:** Computer Fundamentals, MS-Office, Internet & Soft Skills
2. **Sector:** Information & Communication Technology (ICT)
3. **Code:** ICT101
4. **Entry Qualification:** Minimum 10<sup>th</sup> Std. & 14 years and Above
5. **Terminal Competency:** After completion of the training, participants would be able to:
  - Write, Edit & Print documents using MS-WORD & EXCEL.
  - Do tabulation of data.
  - Prepare presentations using MS PowerPoint
  - Use Internet & E- mail.
6. **Duration:** 120 hrs.
7. **Contents:** Given below :

Practical Competencies	Underpinning Knowledge (Theory)
<p><b><u>Computer Fundamentals</u></b></p> <ul style="list-style-type: none"> <li>• Customize the Desktop Environment e.g. Desktop, Start Menu, and Taskbar etc.</li> <li>• Configuring &amp; Migrating Files, Folders &amp; Settings □ Folder Views, Accessibility Settings</li> </ul> <p><b><u>MS Word</u></b></p> <ul style="list-style-type: none"> <li>• Creating, Organizing &amp; Formatting Content</li> <li>• Collaborating □ Merge, Insert, View, Edit, Track Mode etc.</li> <li>• Formatting &amp; Managing Documents</li> </ul> <p><b><u>MS Excel</u></b></p> <ul style="list-style-type: none"> <li>• Creating, Analyzing &amp; Formatting Data &amp; Content</li> <li>• Collaborating □ Insert, View, Edit etc.</li> <li>• Managing Workbooks</li> </ul> <p><b><u>MS PowerPoint</u></b></p> <ul style="list-style-type: none"> <li>• Creating &amp; Formatting Content</li> <li>• Collaborating □ Track, Edit, Add, Delete Comments, Merge</li> <li>• Managing &amp; Delivering Presentations</li> </ul> <p><b><u>Internet Concepts</u></b></p> <ul style="list-style-type: none"> <li>• Opening websites and downloading data from them</li> <li>• Writing, reading and sending emails</li> </ul>	<p><b><u>Computer Fundamentals, MS-Office &amp; Internet</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to Computers</li> <li>• History of Computers</li> <li>• Components of Hardware Peripherals</li> <li>• Concept of Operating System - Windows XP</li> <li>• Exploring &amp; Configuring the Windows XP Desktop Environment □ Customize the Desktop, Start Menu, and Taskbar etc.</li> <li>• Configuring &amp; Migrating Files, Folders &amp; Settings □ Folder Views, Accessibility Settings</li> <li>• Features of Windows XP</li> <li>• Understanding concepts of Word processing using MS-Word</li> <li>• Understanding concepts of Electronic spreadsheet and various types of entries in it</li> <li>• Understanding concepts of URL</li> <li>• Creating and Opening an E-mail account.</li> <li>• Receiving and sending emails</li> <li>• Searching information on Internet</li> </ul> <p><b><u>Training on Soft Skills</u></b></p> <ul style="list-style-type: none"> <li>• Communication Skills</li> <li>• Communicative English</li> <li>• Customer Service</li> </ul>

## **Tools & Equipment:**

- **Hardware:**
  1. Server Computer (Latest configuration)
  2. Multimedia Nodes (Pre-loaded Windows 2000 or latest)
  3. Inkjet/Laser Printer
  4. UPS
- **Software:**
  1. Windows 2000
  2. Microsoft Office 2003 Professional
  3. Anti Virus Software (TVD/ Norton/Any popular brand)
  4. Internet connection