



**SYLLABUS FOR**  
**Computer Appreciation & Internet**

**OBJECTIVE:**

The course is designed to aim at imparting a basic level appreciation programmed for the students at college. After completing the course, the students will be able to use the computer for basic purposes of preparing personnel/business letters, viewing information on Internet (the web), sending mails etc. This allows a student of different streams to become a part of computer users making them digitally literate.

The module on Communication and Collaboration will make the students to be aware of the various schemes of Government of India.

**DURATION:**

30 Hours. (Theory: 15 hrs. + Practical: 12 hrs. + Practical evaluation: 04 hrs.)

**ALLOCATION OF TOTAL HOURS**

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S.No.	Chapter	Theory Hours	Practical hours	Practical evaluation
1.	Knowing computer	1	1	
2.	Understanding Word Processing	3	2	1
3.	Using Spread Sheet	3	2	1
4.	Introduction to Internet, WWW and web browsers	2	3	1
5.	Communications and Collaboration	2	1	
6.	Making small presentation	4	3	1
	<b>Total Hours</b>	<b>15</b>	<b>12</b>	<b>4</b>



**SYLLABUS OUTLINE:**

1. **Knowing computer:** What is Computer, Basic Applications of Computer; Components of Computer System, input/output Devices, Computer Memory, Concepts of Hardware and Software; Applications of IECT; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply. Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows.
2. **Understanding Word Processing:** Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Report creating.
3. **Using Spread Sheet:** Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.
4. **Introduction to Internet, WWW and Web Browsers:** Concept of Internet; Applications of Internet; connecting to internet; World Wide Web; Web Browsing softwares, Search Engines; Using e-governance website
5. **Communications and collaboration:** Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration; Instant Messaging; Netiquettes.
6. **Making Small Presentation:** Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation / handouts.



## **DETAILED SYLLABUS**

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### **1. KNOWING COMPUTER**

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- 1.0 Introduction
- 1.1 What is Computer?
  - 1.1.1 Basic Applications of Computer
- 1.2 Components of Computer System
  - 1.2.1 Central Processing Unit
  - 1.2.2 Keyboard, mouse and VDU
  - 1.2.3 Other Input devices
  - 1.2.4 Other Output devices
  - 1.2.5 Computer Memory
- 1.3 Concept of Hardware and Software
  - 1.3.1 Hardware
  - 1.3.2 Software
    - 1.3.2.1 Application Software
    - 1.3.2.2 Systems software
- 1.4 Applications of IECT
  - 1.4.1 e-governance
  - 1.4.2 Entertainment
- 1.5 File and Directory Management
  - 1.5.1 Creating and renaming of files and directories

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### **2. UNDERSTANDING WORD PROCESSING**

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- 2.0 Word Processing Basics
    - 2.0.1 Opening Word Processing Package
    - 2.0.2 Menu Bar
    - 2.0.3 Using The Help
    - 2.0.4 Using The Icons Below Menu Bar
  - 2.1 Opening and closing Documents
    - 2.1.1 Opening Documents
    - 2.1.2 Save and Save as
    - 2.1.3 Page Setup
    - 2.1.4 Print Preview
    - 2.1.5 Printing of Documents
  - 2.2 Text Creation and manipulation
    - 2.2.1 Document Creation
    - 2.2.2 Editing Text
    - 2.2.3 Text Selection
    - 2.2.4 Cut, Copy and Paste
    - 2.2.5 Spell check
  - 2.3 Formatting the Text
    - 2.3.1 Font and Size selection
    - 2.3.2 Alignment of Text
    - 2.3.3 Paragraph Indenting
    - 2.3.4 Bullets and Numbering
    - 2.3.5 Changing case
  - 2.4 Table Manipulation
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- 2.4.1 Draw Table
- 2.4.2 Changing cell width and height
- 2.4.3 Alignment of Text in cell
- 2.4.4 Delete / Insertion of row and column
- 2.4.5 Border and shading
- 2.5 Practical Assignment

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### **3. USING SPREAD SHEET**

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- 3.0 Introduction
- 3.1 Elements of Electronic Spread Sheet
  - 3.1.1 Opening of Spread Sheet
  - 3.1.2 Addressing of Cells
  - 3.1.3 Printing of Spread Sheet
  - 3.1.4 Saving Workbooks
- 3.2 Manipulation of Cells
  - 3.2.1 Entering Text, Numbers and Dates
  - 3.2.2 Creating Text, Number and Date Series
  - 3.2.3 Editing Worksheet Data
  - 3.2.4 Inserting and Deleting Rows, Column
  - 3.2.5 Changing Cell Height and Width
- 3.3 Practical Assignment

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### **4. INTRODUCTION TO INTERNET, WWW AND WEB BROWSERS**

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- 4.0 Introduction
- 4.1 Internet
  - 4.1.1 Concept of Internet
  - 4.1.2 Applications of Internet
  - 4.1.3 Connecting to the Internet
- 4.2 World Wide Web (WWW)
- 4.3 Web Browsing Softwares
  - 4.3.1 Popular Web Browsing Softwares
- 4.4 Search Engines
  - 4.4.1 Popular Search Engines / Search for content
  - 4.4.2 Accessing Web Browser
  - 4.4.3 Using Favorites Folder
  - 4.4.4 Downloading Web Pages
  - 4.4.5 Printing Web Pages
- 4.5 Surfing the web
  - 4.5.1 Using e-governance website(Swayam & E-Locker)
- 4.6 Practical Assignment



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## 5. COMMUNICATIONS AND COLLABORATION

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- 5.0 Introduction
- 5.1 Basics of E-mail
  - 5.1.1 What is an Electronic Mail
  - 5.1.2 Email Addressing
- 5.2 Using E-mails
  - 5.2.1 Opening Email account
  - 5.2.2 Mailbox: Inbox and Outbox
  - 5.2.3 Creating and Sending a new E-mail
  - 5.2.4 Replying to an E-mail message
  - 5.2.5 Forwarding an E-mail message
  - 5.2.6 Sorting and Searching emails
- 5.3 Document collaboration
  - 5.3.1 Netiquettes

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## 6. MAKING SMALL PRESENTATIONS

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- 6.0 Introduction
- 6.1 Basics
  - 6.1.1 Using PowerPoint
  - 6.1.2 Opening A PowerPoint Presentation
  - 6.1.3 Saving A Presentation
- 6.2 Creation of Presentation
  - 6.2.1 Creating a Presentation Using a Template
  - 6.2.2 Creating a Blank Presentation
  - 6.2.3 Entering and Editing Text
  - 6.2.4 Inserting And Deleting Slides in a Presentation
- 6.3 Preparation of Slides
  - 6.3.1 Inserting Word Table or An Excel Worksheet
  - 6.3.2 Adding Clip Art Pictures
  - 6.3.3 Inserting Other Objects
  - 6.3.4 Resizing and Scaling an Object
- 6.4 Presentation of Slides
- 6.5 Slide Show
  - 6.5.1 Running a Slide Show
  - 6.5.2 Transition and Slide Timings
  - 6.5.3 Automating a Slide Show
- 6.6 Practical Assignment

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