GOVERNMENT DEGREE & PG COLLEGE-GAJWEL
Department of computers
Academic Year 2018-2019
Certificate Course in BASIC COMPUTER SKILLS AND MS-OFFICE

UNIT-I

Basics of computer: What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, **Concepts of Hardware and Software**; Concept of Computing, Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.

Operating System: What is an Operating System; Basics of Popular Operating Systems; The User Interface, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using Menu and Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows; Using help; Creating Short cuts, Basics of O.S Setup; Common utilities.

Unit-II

MS-Word : Opening Word Processing Package , Menu Bar, Opening and closing Documents, Save and Save as, Page Setup ,Print Preview, Printing of Documents, Text Creation and manipulation ,Document Creation ,Editing Text, Text Selection, Cut, Copy and Paste, Spell check, Thesaurus, Formatting the Text. Font and Size selection, Alignment of Text, Paragraph Indenting, Bullets and Numbering, Table Manipulation, Draw Table, Changing cell width and height, Alignment of Text in cell, Delete / Insertion of row and column, Border and shading.

MS-Excel: Opening of Spread Sheet Addressing of Cells, Printing of Spread Sheet, Saving Workbooks, Manipulation of Cells, Entering Text, Numbers and Dates .Creating Text, Number and Date Series, Editing Worksheet Data, Inserting and Deleting Rows, Column, Changing Cell Height and Width Formulas and Function, Using Formulas, function.

MS-Power Point : Basics, Terminology, Getting started, Views Creating Presentations : Using auto content wizard, Using blank presentation option, Using design, template option, Adding slides, Deleting a slide, Importing Images from the outside world, Draining PowerPoint, Transition and build effects, Deleting a slide, Numbering a slide, Saving presentation, Closing presentation, Printing presentation elements.

MS Access: Creating a Simple Database and Tables: Creating a contacts Databases with the wiz, The Access Table Wizard, Creating Database Tables without the wizard, Field Names, Data Types and Properties, Adding, deleting fields, renaming the fields in a table, Form Wizard, Saving Forms, Modifying Forms Entering and Editing Data: Adding Global Replacements, Moving from Record to Record in a table. Finding, Sorting and Displaying Data, Queries, Creating, using Saving Queries and Crosstab Queries. Printing Reports: Simple table, Database printing, Defining advanced Reports, Manual Reporting, properties in Reports, Saving Reports. Relational Databases: Flat Versus Relational, Types of Relationships, Viewing Relationships, Defining and Redefining Relationships, Creating and Delete relationships.

Department meeting

Date. 30.07.18

All the faculty members of the department have attended a meeting, carried today i.e. on 30.07.18 in the department staff room. Dr. Gopala sudharshanam, incharge, department of computers has presided the meeting. All other faculty members were present the meeting following are the minutes of the meeting of the Agenda.

Agenda:-

1. To discuss on introduction of a certificate course in "Basic computer skills and Ms-office".
2. To prepare syllabus for the same course.
3. To mobilize resources to run the course
4. To discuss any other matter, with the permission of the chair.

Discussions & Resolutions:

→ All the participants of the meeting were thoroughly discussed the possibility of introduction of the proposed certificate course in the department.

→ members have also unanimously resolved to start the course from 01.08.18 and duration of the course is 45 days.

→ It was also ressolved to circulate this information among all the students of non-computers. and encourages them for good enrolment.

→ The meeting also resolved to evaluate the students through theory and practicals.

→ Finally it was resolved to 'not collect' any fee from the students for attending the course and all the faculty must involve in its effective implementation.

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