

**GOVERNMENT DEGREE COLLEGE,
BELLAMPALLY, DISTRICT: MANCHERIAL.
TELANGANA, 504251**



**FUNDAMENTALS OF COMPUTERS
FOR
TEACHING &NON-TEACHING STAFF
(CERTIFICATE COURSE)**

From 16-03-2021 to 09-04-2021

ACADEMIC YEAR 2020-21

Organized by

**GOVERNMENT DEGREE COLLEGE,
BELLAMPALLY, DISTRICT: MANCHERIAL.**

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PREFACE

Computer skill has been on high demand and an essential for teaching community in every respect of their profession and career development. These days no field is expected faster growth and advancement without the knowledge and utilization of computer. As it is known there is no task that a computer could do with efficiency and accuracy.

The impact and the spread of computer have been increasing day after day because of its competence caliber and economy. The advancement of a society or individual is vastly influence by the usage of computer.

In this regard it is clear that knowledge of computers would definitely give faster and full development I n every respect of life

M. Gopal,

**Principal
Government Degree College,
Bellampally**

GOVERNMENT DEGREE COLLEGE, BELLAMPALLY

Dist. -MANCHERIAL, TELANGANA, 504251

BASICS OF COMPUTER

Name of the college	Government Degree College, Bellampally
Name of the course	Basics of Computer
Type(certIFICATE skill oriented course)	Certificate course
Duration	36 Hours
Eligibility	Nil (Anyone can join this course)
Timing	09.00 A.M TO 10.00 A.M & 4.00 PM TO 5.00 PM
Fees	Nil
Year of introduction of course	2020-21
Commencement	From 16-03-2021 to 09-04-2021
Intake capacity/No. of Trainees attended	40,trained only 6 members
Introduction/Course Objectives	To understand the basic operations done with computers. Understand computer software basics. To introduce text processing and spreadsheet programs. To understand computer and data security.
Course outcomes/Benefits of the course	.Demonstrate problem-solving skills. Utilize web technologies. Demonstrate basic understanding of network principles.
Curriculum design	The curriculum is designed in five modules(chapters)
Syllabus	Chapter 1: Ms-Word. Chapter 2: Ms-Excel. Chapter 3: Ms-Power Point. Chapter 4: Internet/Browsing. Chapter5: E-Office.
Name of the course Coordinators	K.Chandra Shekar lecturer in computers, K.Rama Raju lecturer in computers

BASICS OF COMPUTER COURSE – SCHEDULE

SL.NO	DATE	TIME	TOPIC NAME	THEORY/PRACTICAL
1	16-03-2021	09.00A.M TO10.00 A.M	Introduction of a computer/ History of a Computer	Theory
2	16-03-2021	4.00 PM TO 5.00 PM	Evaluation of computer/ Generation of a computer	Theory
3	17-03-2021	09.00A.M TO10.00 A.M	Characteristic/classification of a computer	Theory
4	17-03-2021	4.00 PM TO 5.00 PM	Block diagram of computer/ Types of a computer	Theory
5	18-03-2021	09.00A.M TO10.00 A.M	Input/output Devices	Theory
6	18-03-2021	4.00 PM TO 5.00 PM	Memory Devices/ Hardware tools	Theory
7	19-03-2021	09.00A.M TO10.00 A.M	Showing Elements of computer	Theory
8	19-03-2021	4.00 PM TO 5.00 PM	Functions of a Operating System/types of OS	Theory
9	22-03-2021	09.00A.M TO10.00 A.M	DOS Commands(internal/Externals)	Theory
10	22-03-2021	4.00 PM TO 5.00 PM	Windows	Theory
11	23-03-2021	09.00A.M TO10.00 A.M	Control Panel/Accessories	Practical
12	23-04-2021	4.00 PM TO 5.00 PM	Start menu explain	Practical
13	24-04-2021	09.00A.M TO10.00 A.M	Practice of OS	Theory
14	24-04-2021	4.00 PM TO 5.00 PM	Explain Ms-Word	Theory
15	25-03-2021	09.00A.M TO10.00 A.M	Menu bar	Practical
16	25-03-2021	4.00 PM TO 5.00 PM	Tool bar	Theory/ Practical
17	26-03-2021	09.00A.M TO10.00 A.M	Create a new Document	Theory/ Practical
18	26-03-2021	4.00 PM TO 5.00 PM	Edit Options	Theory/ Practical

19	30-03-2021	09.00A.M TO10.00 A.M	Mail merge practice	Practical
20	30-03-2021	4.00 PM TO 5.00 PM	Printing user data	Practical
21	31-03-2021	09.00A.M TO10.00 A.M	Explain Ms-Excel	Theory
22	31-03-2021	4.00 PM TO 5.00 PM	Menu bar	Theory
23	01-04-2021	09.00A.M TO10.00 A.M	Tool bar	Theory
24	01-04-2021	4.00 PM TO 5.00 PM	Create a new work/spread sheet	Practical
25	03-04-2021	09.00A.M TO10.00 A.M	Edit Options	Practical
26	03-04-2021	4.00 PM TO 5.00 PM	Analysis and takes Graphs ,charts	Practical
27	05-04-2021	09.00A.M TO10.00 A.M	Cell Formation and sorting	Practical
28	05-04-2021	4.00 PM TO 5.00 PM	Explain Ms-Power point	Practical
29	06-04-2021	09.00A.M TO10.00 A.M	Menu bar/ Tool bar	Practical
30	06-04-2021	4.00 PM TO 5.00 PM	Create a new presentation/ Edit Options	Practical
31	07-04-2021	09.00A.M TO10.00 A.M	Slide show/templates	Practical
32	07-04-2021	4.00 PM TO 5.00 PM	Explain Internet and browsing	Practical
33	08-04-2021	09.00A.M TO10.00 A.M	E-mail and Gmail creating	Theory
34	08-04-2021	4.00 PM TO 5.00 PM	Open SEO	Practical
35	09-04-2021	09.00A.M TO10.00 A.M	Advantages/Disadvantages of internet	Practical
36	09-04-2021	4.00 PM TO 5.00 PM	Exam	Theory/ Practical

The curriculum is designed in six modules

Chapter 1: Ms-Word.

Chapter 2: Ms-Excel.

Chapter 3: Ms-Power Point.

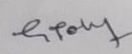
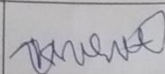

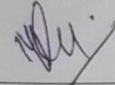
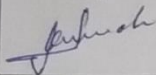
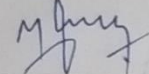
Chapter 4: Internet/Browsing.

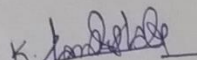
Chapter5: E-Office.

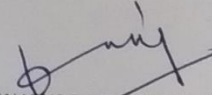
Course Objectives

- To introduce computer basic structure
- To understand the basic operations done with computers
- Understanding computer software basics
- To enhance the ability of using computer systems
- To introduce text processing and spreadsheet programs
- To introduce presentation software programs
- To understand computer and data security

LIST OF TRAINEES

SI. NO.	NAME	DESIGNATION	SIGNATURE
1	G. MOHAN	LECT. IN PUBLIC ADMINISTRATION	
2	K. SHANKAR	LECT. IN COMMERCE	
3	D. THIRUPATHI	LECT. IN BOTANY	
4	M. VENKATESHWARLU	SR. ASST	
5	S. KISTAIAH	JR. ASST	
6	MD. ZAKILLA KHAN	STORE KEEPER	


SIGNATURE OF TRAINER 1


SIGNATURE OF TRAINER 2

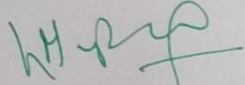
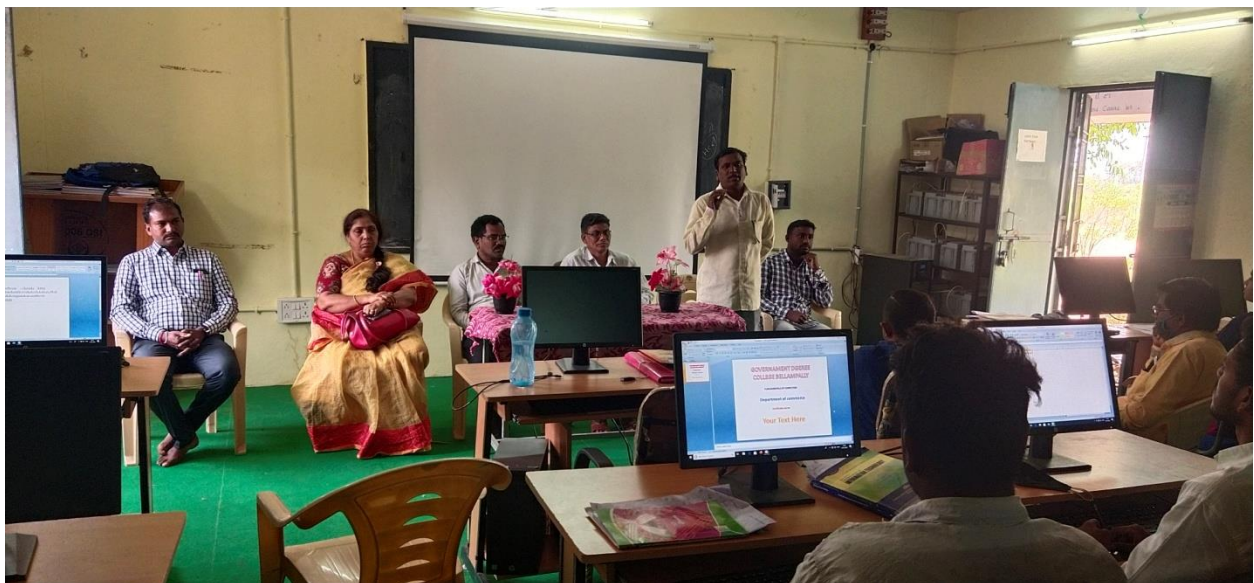

PRINCIPAL
Govt. Degree College
Bellampalli-504 25
Dist: Mancherial (T.S.)

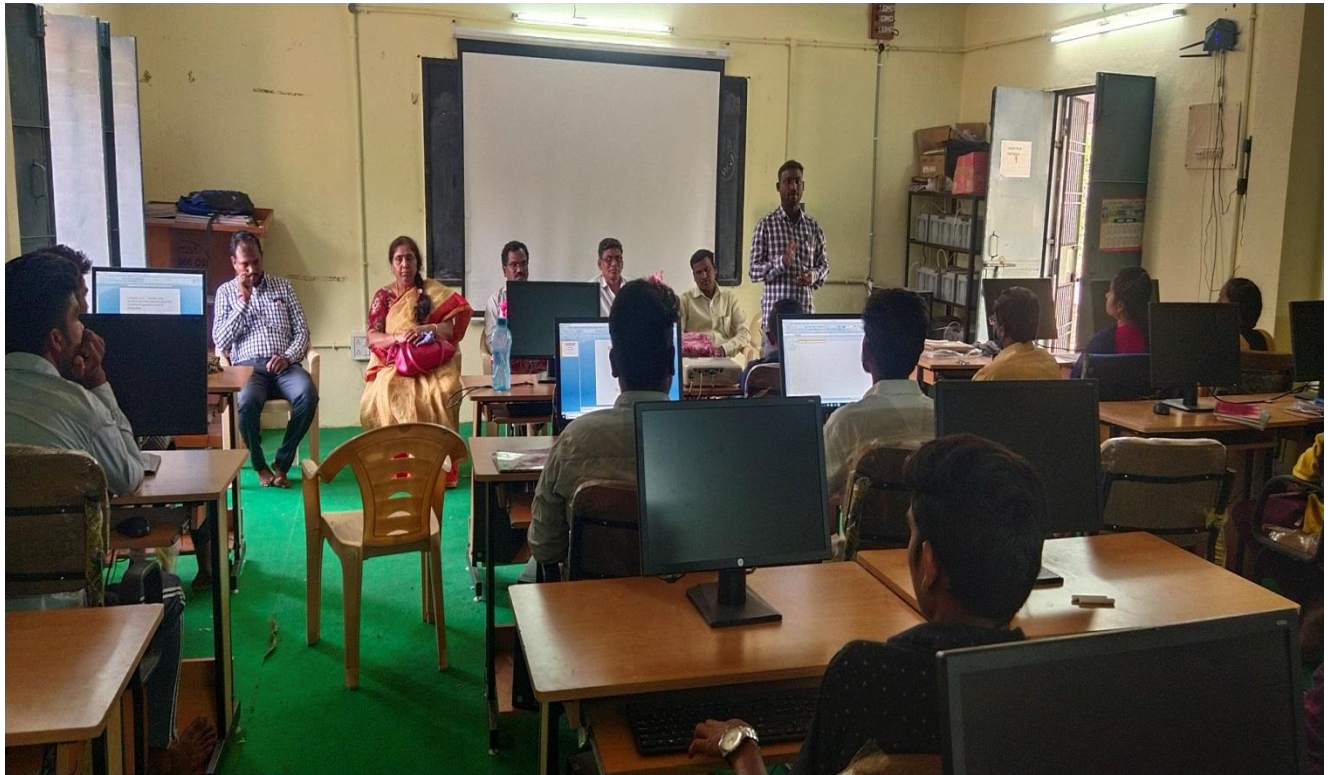
PHOTO GALLERY



Sri M.Gopal, Principal addressing the Teaching and Non-teaching staff on the inaugural day of the course



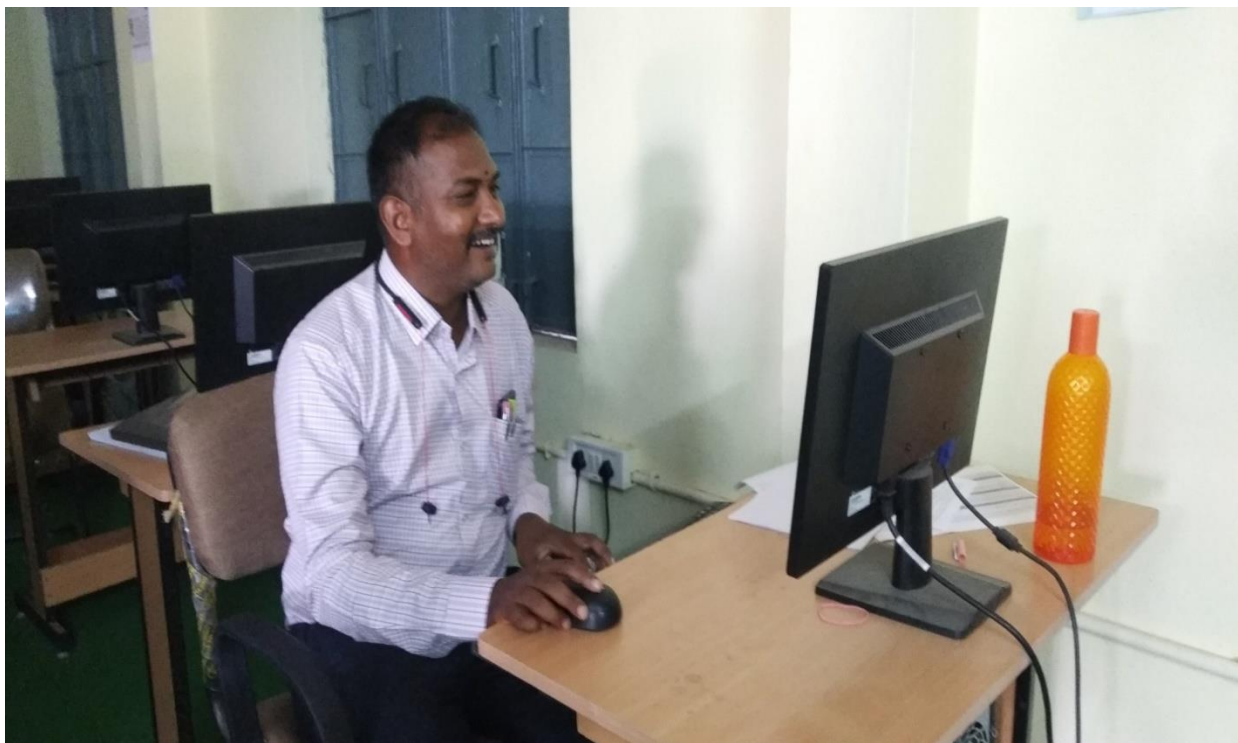
Sri K.Rama Raju, Course Instructor, Introducing the course to Teaching and Non-teaching staff on the inaugural day of the program



Sri K.Chandra Shekar, Course Instructor, Introducing the course to Teaching and Non-teaching staff on the inaugural day of the program



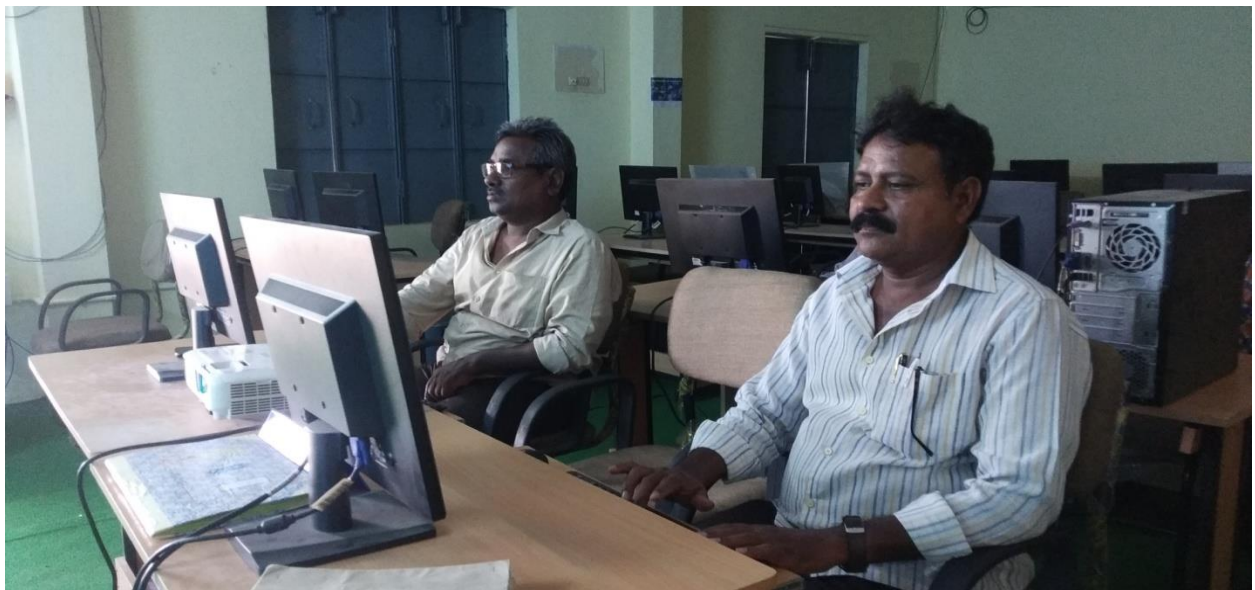
Sri G. Mohan, Lecturer in Public Administration

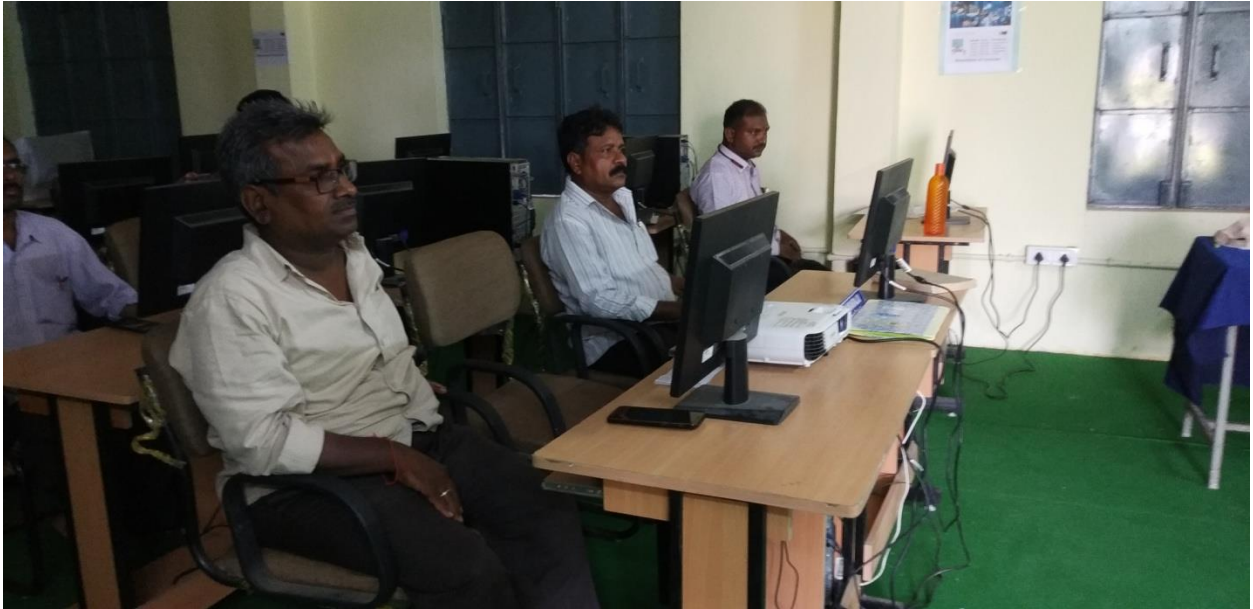


Sri.K.Shanker, Lecturer in Commerce

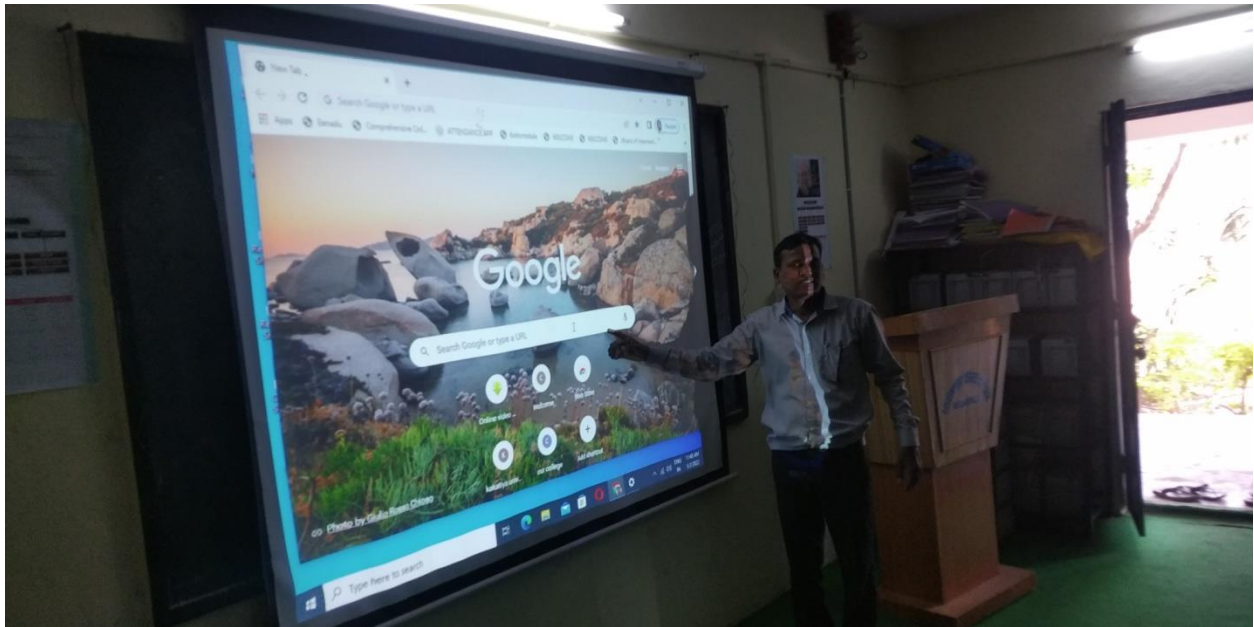


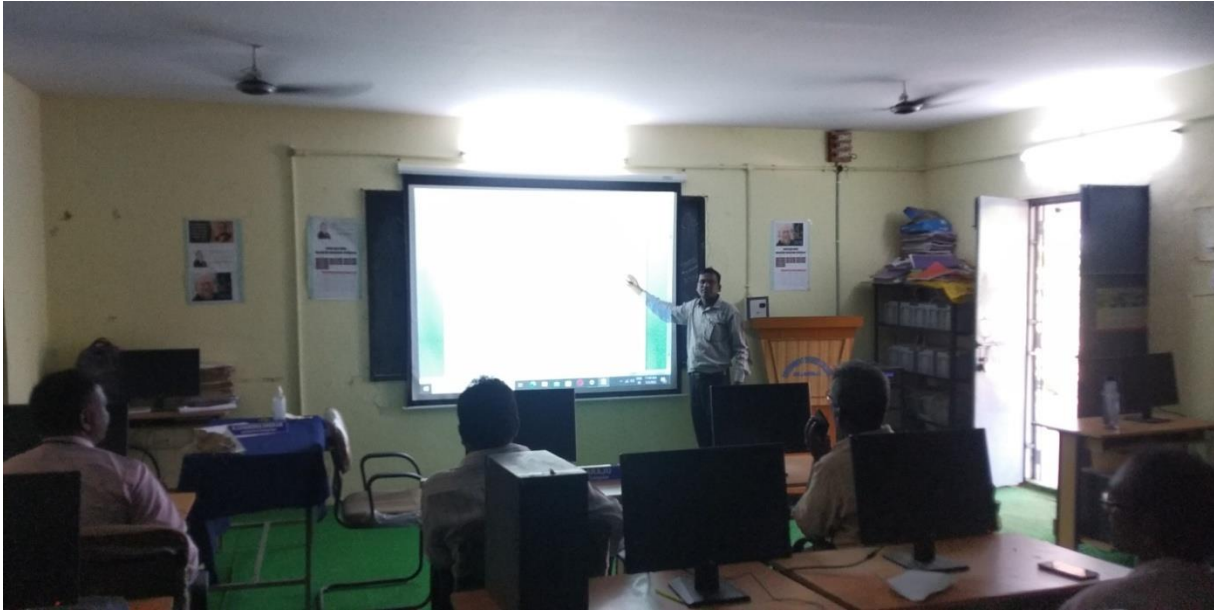
Sri D.Thirupathi, Lecturer in Botany



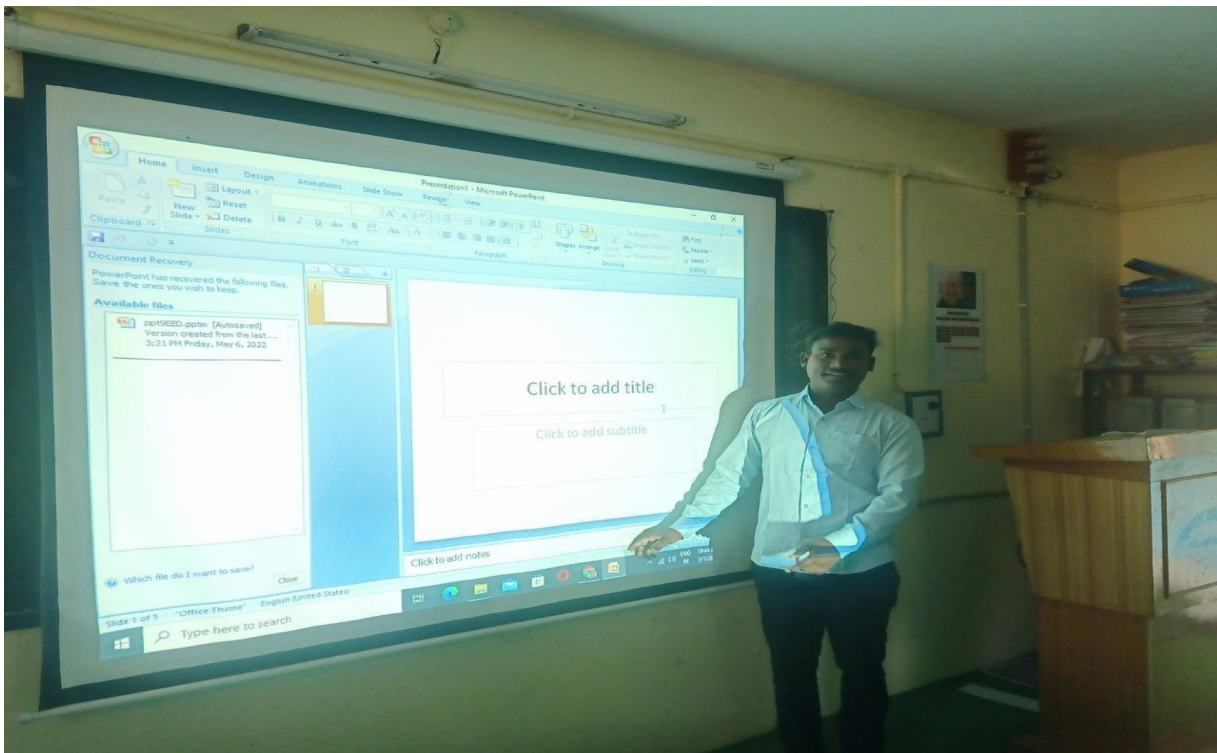


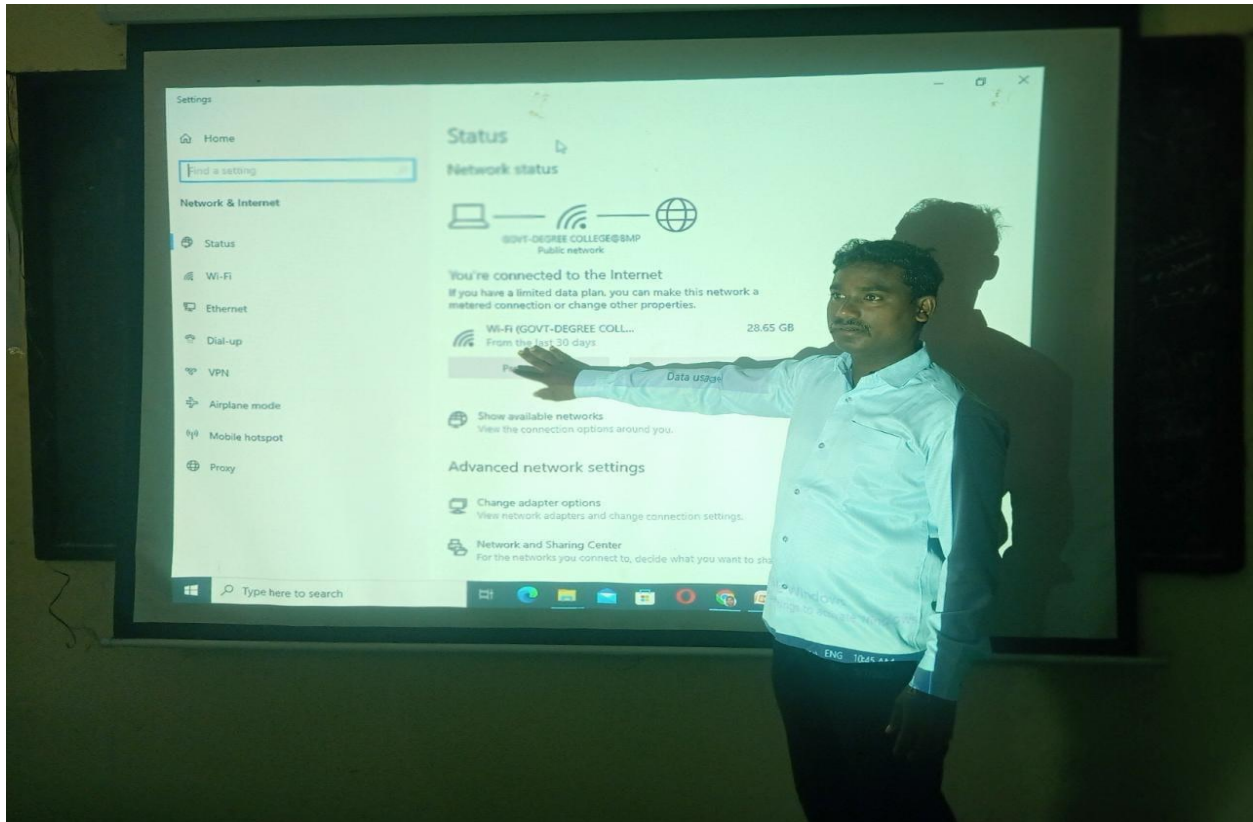
Sri M.Venkateshwarlu, Sri.S.Kistaiah and Sri.Md.Zakiulla Khan Non-Teaching Staff.





Trainer Sri.K.Rama Raju, Teaching to Importance of Ms-Office and Internet.





Trainer Sri.K.Chandra Shekar, Teaching to Importance of Ms-Power point and Internet tools.

Program Outcomes

- Demonstrate a basic understanding of computer hardware and software.
- Demonstrate problem-solving skills.
- Apply logical skills to programming in a variety of languages.
- Utilize web technologies.
- Present conclusions effectively, orally, and in writing.
- Demonstrate basic understanding of network principles.
- Working effectively in teams.

Question Paper

**GOVERNMENT DEGREE COLLEGE, BELLAMPALLY,
DIST: MANCHERIAL**

EXAM ON COMPUTER BASICS, DATE: 09-04-2021

DURATION: 1HR MARKS: 30

Question: 1

Using Microsoft word we can simply ____

- (A) Paste picture
- (B) Type
- (C) Format a text
- (D) All the above functions

Question: 2

The Binary Coded Decimal (BCD) uses

- (A) 6 bits
- (B) 8 bits
- (C) 16 bits
- (D) 32 bits

Question: 3

Which of the following is billionth of a second?

- (A) Microsecond
- (B) Nanosecond
- (C) Terabyte
- (D) Gigabyte

Question: 4

The two kinds of main memory are

- (A) CDs and DVDs
- (B) RAM and ROM
- (C) Primary and secondary
- (D) Direct and sequential

Question: 5

RAM is also called as

- (A) Virtual memory
- (B) Volatile memory
- (C) Non volatile memory
- (D) Cache memory

Question: 6

Internal hard disk is

- (A) Removable but not fixed
- (B) Removable
- (C) Not fixed
- (D) Fixed

Question: 7

The main memory of computer is also called as

- (A) Hard-disk
- (B) Primary storage
- (C) Secondary storage
- (D) Internal memory

Question: 8

How much data can be stored in a CD?

- (A) 300 MB
- (B) 400 MB
- (C) 670 MB
- (D) 700 MB

Question: 9

CD-ROM stands for

- (A) Compactable Disc Read Only Memory
- (B) Compact Data Read Only Memory
- (C) Compactable Read Only Memory
- (D) Compact Disc Read Only Memory

Question: 10

_____ has the shortest access times.

- (A) Virtual Memory
- (B) Secondary Memory
- (C) Cache Memory
- (D) All of the above

Question: 11

Which of the following is the second largest measurement of RAM?

- (A) Megabyte
- (B) Gigabyte
- (C) Byte
- (D) Terabyte

Question: 12

Programs stored in ROM are called as

- (A) Firmware
- (B) Formware
- (C) Firmware
- (D) Firmwater

Question: 13

Cache memory acts between

- (A) CPU and Hard disk
- (B) RAM and ROM
- (C) CPU and RAM
- (D) All of these

Question: 14

We can make use of the wild card entries such as ___ in Windows Explorer.

- (A) #,@
- (B) *,*
- (C) ?,*
- (D) ?,@

Question: 15

Analog computer works on the supply of

- (A) Physical strength
- (B) Natural strength
- (C) Magnetic strength

(D) Continuous electrical pulse

Question: 16

_____ returns the least common multiple.

(A) LCCM()

(B) LCM()

(C) TLCM()

(D) RTLCM()

Question: 17

This is not a function category in Excel.

(A) Logical

(B) Text

(C) Financial

(D) Data series

Question: 18

How many columns are there in old version of MS Excel?

(A) 250

(B) 256

(C) 265

(D) 269

Question: 19

Which bar show the used formula of selected active cell?

(A) Formula bar

(B) Ribbon

(C) Menu bar

(D) Scroll bar

Question: 20

Typed text showed in active cell and also in ____

(A) Formula bar

(B) Ribbon

(C) Title bar

(D) Scroll bar

Question: 21

What is the default row height of MS Excel?

(A) 10

(B) 12

(C) 13

(D) 15

Question: 22

Excel documents are stored as files called

(A) Workgroups

(B) Worktables

(C) Worksheets

(D) Workforce

Question: 23

What refers to the horizontal cells which can contain information?

(A) Ribbon

(B) Rows

(C) Columns

(D) Horizontal scrollbar

Question: 24

Today motherboard typically use

(A) 70 pin modules

(B) 72 pin modules

(C) 74 pin modules

(D) 76 pin modules

Question: 25

To minimize the currently selected window, press

(A) Ctrl+ F11

(B) Ctrl+ F12

(C) Ctrl+ F9

(D) Ctrl+ F10

Question: 26

MS word is software of ____

(A) Apple

(B) Android

(C) Google

(D) Microsoft

Question: 27

Which is the word processing software?

(A) Avast

(B) MS word 2007

(C) Google Chrome

(D) Mozilla Firefox

Question: 28

MS Word is ___ software.

(A) Web browser

(B) Word processing

(C) Operating system

(D) Antivirus

Question: 29

The valid format of MS Word is ___

(A) .exe

(B) .doc

(C) .png

(D) .jpeg

Question: 30

What program is used in MS-Word to check the spelling?

(A) Research

(B) Word Count

(C) Set language

(D) Spelling & Grammar

***** ALL THE BEST *****



Government Degree College, Bellampally, Dist: Mancherial.

CERTIFICATE

Computer Training Course

This certificate is presented to

G.Mohan

for his outstanding contribution as a participant in
the computer training Course
held in Government Degree College, Bellampally, Dist: Mancherial on March 16, 2021 to April 9, 2021

Trainer 1

Trainer 2

Principal