



# HIGHER AND TECHNICAL INSTITUTE, MIZORAM (HATIM)

# BASIC COMPUTER COURSE



**HIGHER AND TECHNICAL INSTITUTE, MIZORAM**

**Kawmzawl: Pukpui-796691, Lunglei**



## **BASIC COMPUTER COURSE**

**Department of Computer Science**

Higher And Technical Institute, Mizoram

Kawmzawl: Pukpui-796691,

Lunglei, Mizoram

## OBJECTIVE:

The course is designed for the students of BA, B.Com and BSW (other than BCA students) to provide them with computer basic knowledge and its applications for their future careers. The course is designed in line with the syllabus prescribed by NIELIT Course on Computer Concept (CCC).

The main aim of this Add-on course is to facilitate our students with Computer Certificate while they are doing their graduation with us since having a Certificate in Computer has now become mandatory for the recruitment of almost all the government Jobs.

After completing this course, student will be able to appear for NIELIT CCC examination as agreement (MoU) signed between NIELIT Lunglei Centre and our College. Apart from that student will be able to use computer for basic purposes like preparing personal or business letters, Creating Worksheet, Preparing Presentation Slides, Accessing and viewing information on Internet, Sending e-mails, etc.

## DURATION:

3 months or Minimum of 35- hours.

## SYLLABUS OUTLINE:

S.N	COURSE	THEORY (in Hours)	PRACTICAL (in Hours)
1	Introduction to Computer	2	5
2	Microsoft Word	2	5
3	Microsoft Excel	2	5
4	Microsoft PowerPoint	2	5
5	Internet	2	5
<b>TOTAL</b>		<b>10</b>	<b>25</b>
<b>GRAND TOTAL</b>		<b>35 hours</b>	

## DETAILED SYLLABUS:

*(Prepared by Department of Computer Science: HATIM)*

### 1. INTRODUCTION TO COMPUTER:

- 1.1. **Introduction:** What is computer?, Basic applications of computer.
- 1.2. **Components of computer system:** CPU, Memory, Input device, Output device, etc.
- 1.3. **Concept of hardware and software.**
- 1.4. **Simple setting of computer:** Change the desktop background, Change the Screen Saver, Changing system date and time, changing display properties, add or remove properties, adding and removing printers, Disk cleanup, Disk Checking, Defragment.
- 1.5. **File and directory management:** creating, renaming, copying, moving, and removing files and directories, File extension, etc.
- 1.6. **Introduction to Operating Systems:** Different versions of Windows, Linux, UNIX, etc.

### 2. MICROSOFT WORD:

- 2.1. **Opening and Closing documents:** Opening documents, Save and Save As, Page setup, Print Preview, Printing of document, Paper-size, Margins, Header and Footer, Page no., etc.
- 2.2. **Text Creation and Manipulation:** Editing text, Text selection, Cut, Copy, Paste, Spelling Checking.
- 2.3. **Formatting the Text:** Font and Size selection, Alignment of Text, Paragraph Indenting, Bullets and Numbering, Changing Case.
- 2.4. **Table Manipulation:** Creating Table, Changing Cell width and Height, Alignment of Text in Cell, delete or insertion of row and column, Border and Shading.
- 2.5. **Mail Merge:** Step-by-step process of Mail Merge, Preparing envelope.

### 3. MICROSOFT EXCEL:

- 3.1. **Elements of Spread Sheet:** Opening of Spreadsheet, Addressing of Cells, Printing of Spreadsheet, Saving Workbooks, Inserting, Deleting, Copying and Moving worksheets.

- 3.2. **Manipulation of Cells:** Entering text, Numbers and Dates, editing worksheet data, Inserting and deleting Rows and Columns, Changing Cell height and width.
- 3.3. **Formulas and Function:** Using formulas, Function.
- 3.4. **Creating Charts:** Chart Types, Auto formats, Changing Data in a Chart, Formatting a Chart.
- 3.5. **Sorting:** Data sorting and Filtering Data in a List.
- 3.6. **Protection facility.**

#### 4. MICROSOFT POWERPOINT:

- 4.1. **Creation of Presentation:** Creating Presentation using template, Creating a Blank Presentation, Entering and Editing Text, Inserting and deleting slides in a presentation,
- 4.2. **Preparation of Slides:** Inserting word table or excel worksheet, Adding Clip Art Pictures, Inserting other objects, Resizing and scaling an object.
- 4.3. **Presentation of Slides:** Viewing a presentation, Printing Slides and Handouts.
- 4.4. **Slide Show:** Running a slide Show, Transition and Slide timings, automating a Slide show.

#### 5. INTERNET:

- 5.1. **Introduction:** Browsing different websites using suitable browsers
- 5.2. **Search Engine:** Searching any suitable Websites using Search engines and browsing Websites.
- 5.3. **Downloading:** Downloading important information from website and printing.
- 5.4. **Using E-Mails:** Opening E-Mail Account, Header (To, from, CC, BCC, Subject, etc.), Creating and sending E-Mail, Replying and Forwarding E-Mail Message, E-Mail Attachment, Sending document by e-mail.
- 5.5. **Social Networking :** WhatsApp, Facebook, Instagram, Twitter, YouTube, etc.