



Shri Sangameshwar Education Society's
Sangameshwar College, Solapur [Autonomous]
(Affiliated to Punyashlok Ahilyadevi Holkar Solapur University, Solapur)
Kannada Linguistic Minority Institute
NAAC Accredited with 'A' Grade (III Cycle CGPA 3.39)

CERTIFICATE COURSE IN ESSENTIAL COMPUTER SKILLS

LEARNING OBJECTIVES:

- Students should be able to explain the basics of computers and the basic skills to use computers in their daily work.
- Enable students to create professional Word documents and Excel. Spreadsheets, PowerPoint presentations using Microsoft Office Tools Suite.

COURSE OUTCOME:

On completion of this course, the students will be able to:

- Students will learn computer applications from basics to advance
- Office Automation will help the students in documenting the reports.
- With the help of Office automation students can perform accounting operations
- It will help to learn presentation skills
- Awareness of Internet and Search Engines

ELIGIBILITY:

Minimum 12th pass or equivalent from a recognized board or university.

COURSE CONTENTS:

Unit 1 Introduction to Computer

03

Computer Architecture, Introduction to Hardware and Software, Input and Output Devices, Computer Memory, Physical unit's demo of computer machine.

Unit 2 Microsoft Word

08

Word Processing Basic: An Introduction to Word Processing, Opening Word Processing Package, The Menu Bar, Using the Help, Using the Icons below menu bar.

Opening Documents and Closing documents: Opening Documents, Save and Save AS, Page Setup, Printing of Documents, Display/Hiding of Paragraph Marks and Inter Word Space Moving Around in a Document, Scrolling the Document, Scrolling by line/paragraph, Fast Scrolling and Moving Pages.

Table Manipulation: Concept of table: Rows Columns and Cells, Draw Table, Changing cell Width and Height, Alignment of Text in Cell, Copying of cell, Delete/insertion of row and columns, Borders for Table.

Printing: Printing, Print Preview, Print a selected page, Page setting

Unit 3 Microsoft PowerPoint**07**

Basics: Difference between presentation and Document, Using PowerPoint, Opening a PowerPoint Presentation, Using Wizard for creating a presentation

Creation of Presentation: Title, Text Creation, Fonts and Sizes, Bullets and indenting, Moving to Next Slide

Preparation of Slides: Selection of type of Slides, Importing text from word documents, moving to next Slide, The Slide manager

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Providing aesthetics Slide Designs, Background and Text colors, making your own slide format, Footnotes and slide numbering

Presentation of the Slides: Using the Slide Show, Printing the Slides and Handouts, Slide sorter, Title sorter

Unit 4 Microsoft Excel**07**

Elements of Electronics Spreadsheet Application/usage of Electronic

Spreadsheet, Opening of Spread Sheet, The menu bar, Creation of cells and addressing of cells, Cell inputting Manipulation of cells Enter texts numbers and dates, Creation of tables, Cell Height and Widths, Copying of cells.

Unit 5 Introduction to Internet and Operating System**05**

Basic of Computer networks: LAN,. WAN

Internet: Client Server Architecture, Mobile Technology, Server Side and client side languages, Html,URL Introduction, Email access and Creation of account, Internet Banking with security certification ,Browser types ,Data Downloading

Different Software Tools: Audio and Video, Word to PDF and PDF to Word, Image Reader and Converter, Scanner handling, Control Panels (System setting).

TEACHING-LEARNING METHODOLOGY:

Lectures and Practical's

EVALUATION:

Written examinations

Reference Books:

1. Computer Fundamental MS-Office by Anupama Jain,Avneet Mehra Vitasta Publishing Pvt.Ltd
2. MS-OFFICE Training Guide by Satish Jain M. Geetha, Kratika BPB pub.