

## COMPUTER CONCEPTS

Day	Chapter	Topics
Day 1	Fundamentals Of Computer	Introduction Of Course Fundamentals (What Is Computer & Abbreviations, Generations)
Day 2	Classification Of Computer	Generations ,Types Of Computer, Devices
Day 3	Cpu & Block Diagram	Cpu Analysis, Block Diagram Of Computer,
Day 4	Software & Hardware	Software& Hardware, Types Of Operating System, Application Software
Day 5	Networking Concepts	Booting, Bytes Presentation, Lan, Man, Wan ,Modem, Another Concepts

## Windows

Day	Chapter	Topics
Day 1	Introduction	What Is Operating System, Features Of Windows, Difference Between Dos& Windows
Day 2		View Of Windows, Icons, Files And Folders, Various Topics In Windows
Day 3	Note Pad	Notepad(Introduction And File Options & Short Cut Keys)
Day 4		Log Concept, Edit Data, Format

<b>Day</b>	<b>Chapter</b>	<b>Topics</b>
Day 5	Paint	Browsing, Select Picture, Select Options
Day 6		Tools, View Menu Options
Day 7	Word Pad	Introduction, Advantages And Disadvantages, Font Options
Day 8		Paragraph, Insert Object,
Day 9	Address Book	Contact Options
Day 9	Control Panel	Keyboard, Desktop Gadgets, Taskbar& Start Button Options
Day 10	Control Panel	Personalization, Mouse, Date And Time , Regional& Language
Day 11	Windows media player	Play songs & movies, adjust volume, play options, Short cut keys

## MS-WORD

<b>Day</b>	<b>Chapter</b>	<b>Topics</b>
Day 1	Introduction	Who Designed, Which Purpose, Why To Use MS-Word, Protect Document,
Day 2	File Menu	Options In Word, Types Of Documents, Template Creation
Day 3	Page Layout Menu	Page Setup, Page Formatting Options
Day 4	Home Menu	Font Group, Paragraph, Styles, Editing

<b>Day</b>	<b>Chapter</b>	<b>Topics</b>
Day 5	Home Menu	Clip Board Options, Paste As Hyper Link
Day 6	Insert Menu	Pages, Table
Day 7	Insert Menu	Illustrations
Day 8	Insert Menu	Links, Header Footer, Text , Symbols
Day 9	References Menu	Table Of Contents, Footnotes,
Day 10	References Menu	Captions, Index Creation
Day 10	Mailings Menu	Mail Merge Creation & It's Steps
Day 11	Mailings Menu Review Manu	Use Existed Address, Envelopes & Labels Proofing Options, Tracking Options, Protect Document
Day 12	View Menu	Document Views, Master Document Creation, Zoom Options,
Day 13	View Menu (Macro Programing)	Windows Group, MsgBox ,Sum Of Two values,
Day 14	View Menu (Macro Programing)	Input Box, Students Marks List
Day 15	View Menu (Macro Programing)	Employee Salary, Over All Review

# EXCEL

Day	Chapter	Topics
Day 1	Introduction	Basis of excel , structure of excel, browsing
Day 2	Cursors in excel, file menu	Select, fill or copy, protect work book, option in excel
Day 3	Page layout menu	Convert to sheet into pages, set print area, print titles, page order
Day 4	Home menu	font formats, conditional formatting
Day 5	Home menu	cell group, sort& filter options, clip board options
Day 6	Home menu	paste as hyperlink, paste as picture, paste special
Day 7	Insert menu	Pivot table
Day 8	Insert menu	Types of charts, text group options
Day 9	Data menu	Get external data, advance sorting & filter options
Day 10	Data menu	Data tools options (text to columns, remove duplicates, data validation)
Day 11	Data menu	Consolidate, what-if-analysis(data table, goal seek, solver)

<b>Day</b>	<b>Chapter</b>	<b>Topics</b>
Day 12	Data menu Formula menu	Outline concept (subtotal) Define name, formula auditing, calculation
Day 13	Review menu View menu	Comments, changes Work book views, custom view, zoom options, master book creation
Day 14	Functions	Types of functions, numeric functions, Date functions
Day 15	Functions	string functions, short cut keys
Day 16	Statements	Calculate two values, students marks list with conditional format, Result and average, grade, rank
Day 17	If statements	salesmen result, Electricity bill with condition,
Day 18	Statements	Employee salary, V lookup
Day 19	Other statements	Some examples

## POWER POINT

<b>Day</b>	<b>Chapter</b>	<b>Topics</b>
Day 1	Introduction	Uses of power point , structure of presentation, file menu options
Day 2	Home menu	What is slide and layout , insert new slides, delete slides, duplicate the slides

<b>Day</b>	<b>Chapter</b>	<b>Topics</b>
Day 3	Design menu	Design slides with themes, and format background options
Day 4	Presentation	select required text options with text presentation with out animation
Day 5	Transitions menu & animation menu	Apply animation to slides, apply animation to objects
Day 6	Insert menu	Photo album creation
Day 7	Insert menu	Package for cd, select song for presentation, action buttons
Day 8	Slide show menu	Slide show options , custom slide show, rehearse option
Day 9	View menu	Presentation views, change color presentation to black& white

### MS-ACCESS

<b>Day</b>	<b>Chapter</b>	<b>Topics</b>
Day 1	Introduction	Software , database, primary key, objects, elements
Day 2		Data base creation, protect database, types of objects
Day 3	Table object	Structure of table, create table in design view
Day 4	Table object	Data type with table design
Day 5	Table object	Field properties in table design, DBMS,
Day 6	Table object	RDBMS (one to one), Relation ship with one to many
Day 7	Query object	Structure of query, query design, Query

Day	Chapter	Topics
Day 8	Query object	, query statement
Day 9	Query object	Query statements
Day 10	Form object	Design form through form design, message box through form design
Day 11	Form object	Sum of two values, students mark's list
Day 12	Form object	Design form with out button, employee salary statement
Day 13	Form object	Using combo box, arithmetical operations, select courses from combo box
Day 14	Form object	Design a form calculate student balance fee by using table
Day 15	Form object	Design a form find out salary by using table
Day 16	Form object	Bus tickets, options button
Day 17	Form object	Electricity bill, form operations
Day 18	Form object	Other forms& properties
Day 19	Form object	Record operation, record navigation
Day 20	Report object	Generate report, report operations
Day 21	Module object	Module creation
Day 22	Macro object, External data menu	Macro actions, Export , import

## DOS

Day	Chapter	Topics
Day 1	Introduction	Software, types of operating system and difference between dos & windows, browsing,
Day 2	Commands	Internal &external commands, use internal commands from dos prompt
Day 3	Dir commands	Dir commands, Dir/w Dir/s, Dir/o .....
Day 4	File commands	File options, create new file etc...

<b>Day</b>	<b>Chapter</b>	<b>Topics</b>
Day 5	File options & dir commands	Wildcard characters , path options
Day 6	Directories	Folder creations Mkdir commands Chdir commands
Day 7	Editing options	Find, x copy , move
Day 8	External commands	Label command Disk chk, history of used commands

## INTERNET CONCEPTS

<b>Day</b>	<b>Chapter</b>	<b>Topics</b>
Day 1	Concepts	What is net work ,basis of network,
Day 2		What is protocol, different browsers , introduced internet in india
Day 3	e-Mail options	Create email, settings, and foword messages, password settings
Day 4	IRCTC	Create new account, how to search lists of tickets
Day 5	Bus tickets& commercial, ceo	Online registration, purchase & selling items
Day 6	Downloading options	Songs, movies, Pdf files