



(A Venture of Chandigarh ETC Services Pvt. Ltd.)

An ISO 9001:2015 Certified Organisation with Completely Online Management System

Website : www.citcchandigarh.com

Course Syllabus: Basic Computer Concepts

Batch Name: BCC

Eligibility: 8th

Course Start: 1st of Every Month

Course Duration: 45 Hours

Courses / Modules Paper

Module 1:

Paper 1	Paper 2
Fundamentals, MS-Office	Data Handling & Internet

Paper 1:

1: Fundamentals of Computer

- 1.1 Introduction to Computer
- 1.2 Block Diagram of Computer
- 1.3 Classification of Computer
- 1.4 Characteristics of computer
- 1.5 Generations of Computer
- 1.6 Uses of Computer
- 1.7 Input Devices
- 1.8 Output Devices
- 1.9 Computer Memory
- 1.10 Computer Hardware
- 1.11 Computer Software
- 1.12 Operating System

2: Number System

- 2.1 Introduction
- 2.2 types of Number Systems
- 2.3 Conversion of Number system

3 : Windows-7

- 3.1 Introduction to Windows
- 3.2 User Interface of Microsoft Window 2007
- 3.3 Changing Desktop Background
- 3.4 Changing Window Color
- 3.5 Changing Screen Saver
- 3.6 Changing Screen Resolution
- 3.7 Changing Data/Time
- 3.8 Making Empty Recycle Bin
- 3.9 Restoring Deleted File
- 3.10 Hard Drives
- 3.11 File and Folder Views
- 3.12 Copying File and Folder
- 3.13 Opening a File and Folder
- 3.14 Deleting a File and Folder
- 3.15 Renaming File and Folder
- 3.16 Working with Calculator
- 3.17 Working with Paint
- 3.18 Working with Notepad
- 3.19 Windows 7 vs Windows 10

Microsoft Word

1: MS Word Home Tab

- 1.1 Introduction
- 1.2 Elements of MS Word
- 1.3 Explaining the Ribbons

2: MS Word Insert Tab

- 2.1 Insert
- 2.2 Pages

2.3 Tables

2.4 Illustrations

2.5 Links

2.6 Headers and Footers

2.7 Text Group

2.8 Symbols

3: MS Word Mailing

3.1 Create

3.2 Start Mail Merge

4: MS Word References

4.1 Table of Contents

4.2 Footnotes

4.3 Citation and Bibliography

4.4 Caption

4.5 Index

4.6 Table of Authorities

5: MS Word Review

5.1 Proofing

5.2 Comments

5.3 Tracking

5.4 Changes

5.5 Compare

5.6 Protect

6: MS Word Views

6.1 Document View

6.2 Show/Hide

6.3 Zoom Group

6.4 Window

6.5 Macro

Microsoft Excel

7: Introduction to Excel

7.1 Introduction

7.2 History of Excel

7.3 Uses of MS Excel

7.4 Important Components of Excel

7.5 Excel Window Overview

7.6 Font

7.7 Alignment

7.8 Clip Board

7.9 Number Formatting

7.10 Conditional Formatting

7.11 Format as Table

7.12 Cell Styles

7.13 Cells

7.14 Editing

8: MS Excel: Data

8.1 Get External Data

8.2 Sort and Filter

8.3 Data Tools

9: MS Excel: Insert

9.1 Tables

9.2 Illustrations

9.3 Charts

9.4 Links

9.5 Spark-Lines

9.6 Text Group

10: MS Excel: Page Layout

10.1 Themes

10.2 Page Setup

10.3 Scale to Fit

10.4 Sheet Options

10.5 Arrange

11: MS Excel: Review

11.1 Proofing

11.2 Comments

11.3 Changes

12: MS Excel: View

12.1 Workbook Views

12.2 Show/Hide

12.3 Zoom

12.4 Window Group

12.5 Macros

Microsoft Power Point

13: Power Point: Home

13.1 Starting MS Power Point

13.2 Elements of MS Power Point

13.3 Clip Board

13.4 Slides

13.5 Font Group

13.6 Paragraph

13.7 Drawing Groups

13.8 Editing Group

14: Power Point: Insert

14.1 Insert: Introduction

14.2 Tables

14.3 Illustrations Group

14.4 Links

14.5 Text Group

14.6 Media Group

15: Power Point: Design

- 15.1 Page Setup
- 15.2 Adding Themes to Presentation
- 15.3 Changing Slide Background
- 15.4 Variants

16: Power Point: Animation

- 16.1 Animations: Introduction
- 16.2 Timing Group
- 16.3 Add Custom Animation to Objects
- 16.4 Add Animations to Text
- 16.5 Custom Animation as Exact Effect
- 16.6 Motion Path under Custom Animation
- 16.7 Removing Animation
- 16.8 Transition to This Slide Tab
- 16.9 Advance slide

17: Power Point: Slide Show

- 17.1 Slide Show: Introduction
- 17.2 Slide Show Starting from the Beginning
- 17.3 Setup Group

18:Power Point: Review

- 18.1 Proofing
- 18.2 Comments
- 18.3 Protect Presentation

19:Power Point: View

- 19.1 View: Introduction
- 19.2 Presentation View Group
- 19.3 Show/Hide
- 19.4 Zoom
- 19.5 Color Tab
- 19.6 Window Tab
- 19.7 Macro

Microsoft Access

20:MS Access-Overview

- 20.1 What is MS Access?
- 20.2 Advantages and Features of MS Access
- 20.3 Difference between Access and Excel
- 20.4 Architecture of MS Access
- 20.5 MS Access Objects
 - Tables
 - Queries
 - Forms
 - Reports
- 20.6 Other MS Access Objects
 - Macro
 - Module
- 20.7 Creating MS Access Database
 - Create Blank Database
- 20.8 Data Types Used in MS Access
 - Short Text
 - Long Text
 - Number
 - Date/Time
 - Currency
 - AutoNumber
 - Yes/No
 - Reports

21:MS Access-Creating Tables

- 21.1 Create Tables
- 21.2 Storing Data in Tables
- 21.3 Table Design View

22:MS Access-Query Data

- 22.1 What is Query in MS Access?
- 22.2 Create Select Query
- 22.3 Query Criteria
- 22.4 Action Queries
- 22.5 Types of Action Queries
 - Append
 - Update
 - Delete
 - Make-Table
- 22.6 Parameter Queries
- 22.7 Alternate Criteria

23:MS Access-Relating Data

- 23.1 Introduction
- 23.2 Normalization
- 23.3 Defining Relationships

23.4 Types of Relationships

- One-to-Many Relationships
- Many-to-Many Relationships
- One-to-One Relationships
- Make-Table

23.5 Creating Relationships

24:MS Access-Grouping Data

- 24.1 Aggregate Query
- 24.2 Aggregate Query Functions
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 - Avg
 - Min
 - Max
 - Count
 - StDev
 - Var
- 24.3 Concatenation of Data
- 24.4 Summarizing Data
 - Cross Tab Query

25:Joins and Query Wizard

- 25.1 What is Join?
- 25.2 Types of Joins in Access
 - The Inner Join
 - The Outer Join
 - The Left Outer Join
 - The Right Outer Join
 - Self Join
- 25.3 Concatenation of Data
- 25.4 Summarizing Data
 - Cross Tab Query
- 25.5 Query Wizard
 - Duplicated Query wizard
 - Unmatched Query Wizard

26:MS Access- Forms

- 26.1 Creating Forms
- 26.2 Two Basic Types of Forms
 - Bound Forms
 - Unbound Forms
- 26.3 Types of Bound Forms
 - Single Item Form
 - Multiple Item Form
 - Bound Forms
 - Split Forms
- 26.4 Creating Forms
- 26.5 Form Design
- 26.6 Modify Form
 - Themes
- 26.7 Navigation Form
- 26.8 Form Controls
 - Combo Box
 - Text Box
 - Label
 - Tab Control
 - Hyperlink
 - Check Box
 - List Box
 - Attachment
 - Image

27:MS Access- Reports

- 27.1 Creating Report
- 27.2 Create Report by Report Design
- 27.3 Formatting Reports

28:MS Access- Macros & Built-in Functions

- 28.1 What are Macros?
- 28.2 Creating a Macro
- 28.3 Formatting Reports
- 28.4 Built-in Functions
 - Date & Time Functions
 - DateDiff() Function
 - Format() Function
 - Iif() Function

29: Data Import and Export

- 29.1 Import Different Types of Data
 - MS Excel
 - ODBC Database
 - Text Files
 - XML Files
- 29.2 Data Export
- 29.3 Data Export Formats
 - MS Excel
 - MS Access, XML Files
 - ODBC Database, Text Files

Paper 2:Data Handling & Internet

1 :Data Handling & Internet

- 1.1 Internet
- 1.2 Advantages & Disadvantages of Internet
- 1.3 Search Engines and Web Browsers
- 1.4 Website
- 1.5 Domain Name
- 1.6 E-Commerce
- 1.7 Email
- 1.8 Computer Security Threats
- 1.9 Networking
- 1.10 Network Topology