

## **Module 1: Computer Fundamentals, MS-Office**

### **Chapter 1: Introduction to Computers**

- Definition, characteristics, and applications of computers
- History and generations of computers
- Classification: Micro, Mini, Mainframe, Supercomputers
- Basic components: CPU, monitor, keyboard, mouse
- Input, output, and storage devices (Hard disk, SSD, Pen drive)
- Types of software: System vs. Application software

### **Chapter 2: Introduction to Operating Systems**

- Role and functions of an operating system
- Types of operating systems: DOS, Windows, Linux (basic intro)
- File management: create, rename, delete files and folders
- Working with desktop, icons, start menu, and control panel
- Basic OS settings: date/time, resolution, themes

### **Chapter 3: Word Processing (MS Word / LibreOffice Writer)**

- Creating, saving, and opening documents
- Editing text: cut, copy, paste, undo, redo
- Formatting: font style, size, color, bold, italic, underline
- Paragraph formatting: alignment, spacing, bullets, numbering
- Inserting tables, pictures, shapes, SmartArt, and symbols
- Page layout: margins, orientation, size, columns, breaks
- Using styles, themes, and templates
- References: table of contents, footnotes, endnotes, citations
- Mail merge for letters, labels, and emails
- Review tools: spell check, track changes, comments
- Working with header, footer, and page numbers
- Print preview, printing, and exporting documents
- Document protection and security features

#### **Chapter 4: Spreadsheet (Excel / LibreOffice Calc)**

- Workbook, worksheets, rows, columns, and cells
- Entering, editing, and formatting data
- Basic formulas and functions: SUM, AVERAGE, MAX, MIN
- Cell referencing: relative, absolute, mixed
- Sorting, filtering, and conditional formatting
- Creating charts: bar, pie, line
- Page layout, print settings, and printing
- Using data validation and drop-down lists
- Working with named ranges
- Creating and using Pivot Tables and Pivot Charts
- Logical and lookup functions: IF, VLOOKUP, HLOOKUP, COUNTIF
- Sheet and workbook protection

#### **Chapter 5: Database Management (MS Access)**

- Understanding databases: fields, records, tables
- Creating and saving a database
- Creating tables with different data types
- Designing forms for data entry
- Querying data using Select and Parameter queries
- Creating simple reports
- Sorting and filtering records
- Relationships and referential integrity
- Importing/exporting data from Excel
- Basics of macros and database security

#### **Chapter 6: Presentation Software (PowerPoint / Impress)**

- Creating and managing slides
- Using slide layouts and design templates
- Inserting text, images, charts, tables, audio, and video
- Applying transitions and animations
- Running and customizing slide shows

- Adding speaker notes and handouts
- Printing slides and exporting presentations
- Using Slide Master for consistent formatting
- Custom slide shows and hyperlinking
- Presenter view and setting slide timings

## **Module 2: Internet & Digital Services**

### **Chapter 6: Internet and WWW**

- Basics of Internet, web, ISP, IP address
- Web browsers: Chrome, Firefox, Edge
- Using search engines (Google) effectively
- Downloading and uploading files
- Cookies, cache, browser history, and private browsing

### **Chapter 7: Email & Social Networking**

- Creating and managing an email account
- Sending and receiving emails, using attachments
- Using CC, BCC, folders, and managing spam
- Basics of Facebook, Twitter, WhatsApp, LinkedIn
- Online etiquette, privacy, and security settings

### **Chapter 8: E-Governance & Online Services**

- Applying online for PAN, Aadhaar, Voter ID, Passport
- Paying utility bills online (electricity, water, gas)
- Booking appointments and railway tickets
- Using DigiLocker and UMANG app

### **Chapter 9: Digital Financial Tools**

- Introduction to UPI, BHIM, USSD, AEPS
- Mobile wallets: Paytm, PhonePe, Google Pay
- Internet and mobile banking basics

- Using POS machines and QR code payments
- Digital transaction steps and safety measures

## **Chapter 10: Cyber Security & Future Technologies**

- Basics of cyber security
- Common threats: malware, phishing, ransomware
- Safe internet practices, antivirus usage
- Introduction to AI, ML, Cloud computing, Blockchain, Big Data, AR/VR