अखिल भारतीय सूचना प्रौद्योगिकी संगठन
All India Information Technology Association
New Delhi
WORK RELATED TO MINISTRY OF INFORMATION TECHNOLOGY (GOVT. OF INDIA)

CERTIFICATE COURSE IN COMPUFUNDA FOR KIDS

Eligibility : 4th   **Duration :** 2 Months
Course Code : CR-14

IT bases :-- Computer in Day-to-Day life , IT common bases in Day-to-Day life , Software – hardware , Data input and output devices , Security and precaution acts , Applications , Educational programs
Educational games

Using a computer :-- Starting a computer , Restart a computer , Using the mouse , Knowing about Icons on the desktop , Selecting and moving the Icons on the desktop , Knowing about kids parts of windows , Creating a folder , Deleting a file , Turning off the computer

Word processor :-- Opening closing the word processor application , Creating a new document , Saving new file , Using the help function , Changing font type and size , Applying the commands like Bold , Italic, underlined into the text , Applying the commands like copy , cut , paste , Deleting the text , Copying a file

Spread sheets :-- Opening and closing the spread sheets application , Creating a new spread sheet , Saving a spread sheet , Using the help option , Entering number and text in one cell , row and column of a table , Entering a simple formula , Selecting a cell, row or column of a table , Inserting commands on the content of a table cell , Applying the commands like copy, cut and paste , Deleting a table text , Printing a spread sheet

Drawing :-- Opening and closing a Drawing Program , Creating a new Drawing , Saving a Drawing , Using the Help option , Closing a Drawing File , Using lines and forms to create a new drawing , Creating colourful lines and forms , Inserting objects in a drawing , Printing a drawing

Internet :-- Knowing the concept of internet , Knowing the concept of www (world wide web) , Knowing the concept of URL (Uniform Resource Location) , Knowing about web browser and search engines , Opening and closing a web browser , Activating a link , Going forward and backward in web pages , Using a search engine , Selecting key words in a search , Saving a web page as a favorite , Printing a web page

E- mail :-- Knowing about the concept of e-mail , Knowing about its priorities , Opening and closing e-mail application , Opening an e-mail message , Creating an e-mail message , Inserting an e-mail address in the appropriate box , Attaching a file to an e-mail , Sending a message , answering to a message and sending it

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