

Certificate Course in Compufunda for Kids

Course Code : CR-14

Eligibility : 4th

Duration : 2 Months

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

Admin Office Indore:

Alma Limited

18/3, Pardeshipura, Nr. Electronic Complex, Indore (M.P.) INDIA

Ph: +91 731 4055550, 4055551, 4222242, 4222252, 4099909, 4288812

Fax : +91 731 2573779 | Email: web@alma.in, support@alma.in

Admin Office New Delhi:

Alma Limited

B-1041, 3rd Floor, Sector 7, Near Palam Extension, Dwarka, New Delhi - 110075

Ph : +91 11 47350202, 47541212 | Help line : 91 999 39 500 00

Fax : +91 11 47350203, Email : web@alma.in, support@alma.in