

# Certificate in Computer Basic

**Course Code :** CR-19

**Eligibility :** 8<sup>th</sup>

**Duration :** 2 Months

## Fundamental Of Computers

Introduction To Computers , Types Of Computer , History Of Computer , Generation Of Computer , PC & Its Components , Disk Defragmentor , Categories Of PC , Evolution Of Micro Processors , Registers Of Micro Processors , Basic Components Of Computer System , Input Output & Storage Units , Software , Types Of Software , Types Of Operating System , Categories Of OS , Example Of Utility Program , Programming Languages , Generations Of Programming Language , Application Software , User & Example Of Application Software , Viruses , Types Of Virus , Virus Detection & Prevention , Communication Process , Communication Protocols , Communication Channel/Media , Modem , Components Of LAN , Types Of Internet Connections , Internet & Its Advantages , Internet Services , WWW & Common Technologies of Internet

## Dos / Windows

DOS :-- Disk Operating System(Dos) , Introduction , History & Versions Of Dos , Basic-Physical Structure Of Disk, Drive Name , Fat , File & Directory Structure And Naming Rules , Booting Process , Dos , System Files , Dos Commands Internal & External Dir, Md, Cd, Rd, Copy, Del, Ren, Vol, Date, Time, Cls, Path, Type Etc. , Chkdsk, Xcopy, Print, Diskcopy, Diskcomp, Doskey, Tree, Move, Label, Append, Format, Sort, Fdisk, Backup, Edit, Move.

Windows XP :-- Introduction To Window XP And Its Features , Hardware Requirements Of Windows , Window Structure, Desktop, Taskbar, Start Menu , Working With Recycle Bin – Restoring A Deleted File , Emptying The Recycle Bin , Managing Files, Folders And Disk Navigating Between Folders , Manipulating Files And Folders , Creating New Folder , Searching Files And Folder My Computer Exploring Hard Disk , Copying And Moving Files And Folder from One Drive To Another Formatting Floppy Drive , Windows Accessories-Calculator , Notepad , Paint, Wordpad , Character Map, Paint

Windows Fundamental :-- Windows is an operating system , XP Home Addition , XP Professional Addition , Active desktop , Multi user account , Data protection features , Playing MP3 Sound and XP , Windows desktop fundamental , Desktop , Taskbar , Icons , My computer , My Document , Recycle bin , Folder

## MS Office (Word , Excel , Power Point)

Office package :-- Word processor Software , Spreadsheet software , Presentation software , Database Management software

MS Office :-- Introduction to Ms Office , Introduction to Ms Word , How to Start , Components of Ms Word , File Menu , Edit Menu , View Menu , Insert Menu , Format Menu , Tools Menu , Table Menu , Window Menu , Help Menu

MS Excel :-- Introduction to MsExcel , Calculations , Formula , Functions , Insert Row/Columns , Create Chart , Format Sheet

Tools Menu :-- Goal Seek , Scenario , Auditing

Data Menu :-- Sort , Filter , Advance Filter , Sub total , Forms , Validations , Table , Consolidate , Pivot table , Window , Help

Ms PowerPoint :-- Introduction , Insert New Slide , Format Slide , Slide Show

## **D.T.P. (Page Maker , Photoshop , Corel Draw)**

### **Pagemaker**

Adobe Pagemaker :-- Components of Pagemaker , ToolBox , Palettes , Working with text

Constructing a Publication :-- Creating a new Page , Save publication , Preferences

Edit Text :-- Edit Story , Master Pge , Measurement , Ruler & guideline , Pge numbers

Layout menu :-- Sorting page , Deleting Pge

Text formatting :-- Type Menu , Control Palette , Expert Tracking , Indents And Teb

Element Menu :-- Fill , Fill and Stroke , Create a Frame , Arrange , Wrap textGroup Object , Image

Control , Using PhotoShop Effect , Change the Shape Of Polygon/ Rectangle

Utilities Manu :-- Checking Spelling & Grammer , Change Case , Intex Entry

### **Coreldraw**

Introduction to corel draw , Toolbars , Components of Corel draw

What is New in edit Menu :-- Introduction to corel draw , Duplicate , Clone

View menu :-- Full screen Preview , Grid and ruler setup

Layout Menu :-- Insert page , Delete page , Switching page Orientation , Page setup

Arrange menu :-- Introduction , Transformation , Order , Behind , Group , Shaping

Effects Menu :-- Adjust , Transform , Artistic Media , Contour , Extrude

Bitmap Menu :-- convert to bitmap , Mode , 3d Effect

Art Strokes :-- Charcol , Pastels , Pen & ink , Scrap oared , Sketchpad , Watercolor , Blur , Smooth , Color transform , Halftone

Art Stockes :-- Edge Detect , Find edge

Creative :-- Crafts , Glass black , Sample glass

Distort :-- Blocks , swirl

Noice :-- Add Noice

Text menu :-- Edit text , Fit text to path

Tools & windows

### **Photoshop**

Introduction to Photoshop , About wark area , Toolbox overview

File menu :-- What is new in file

Edit menu :-- What is s new in file , Transform & Patten

Image menu :-- Mode , Rotate image

Layer menu :-- New layer , Layer styles , New fill layer , Add layer mask

Select menu :-- Inverse , Feather , Modify , Grow

Filter menu :-- Extract , Artistic , Blur , Brush stroke , Distort , Pixel ate , Render , Sharpen , Sketch

## INTERNET

Introduction to HTML :- Introduction to html , HTML element and tags , Evolution of HTML , Creating HTML document , Body element , Block formatting element , Heading element , Marquee element , Paragraph element , List element , Anchor element , Graphics element , Table element , Form element , Frame element

Java Script :- Introduction to java script , Event in java script , Script element , Functions in java script , variables , Operators , Comment Indicator , Conditional branching Statement , The switch Statement , Loops , Arrays , System defined function , Catching Errors , Cookies , Event handles , Object Hierarchy model

VB Script :- Introduction to VB Script , Variables , Operators , Conditional branching statement , Conversion functions , Predefined functions , String handling functions , Data type functions , Date Function

Dynamic HTML :- DHTML features , Event , DHTML property , Example of DHTML , Style Sheet , Cursor CSS properties , The inner HTML property , The Div element , Text Positioning , Multi media effects

Macromedia Dream viewer

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