

PGDCA11
ED PC Fundamentals (6 weeks)

Contents	Lecture No.
Computer Fundamentals and Windows What is Computer, Characteristics of Computers, Basic Applications of Computer, Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard & Mouse	(1)
Other Input/Output devices, Computer Memory, Concepts of Hardware and Software, Classifications of computers	(2)
Representation of data/Information concepts of data processing Definition of Information and data, Basic data types, Storage of data/Information as files, File Organization	(3)
Introduction to Windows What is an operating system and basics of Windows, The user interface, Using mouse and moving icons on the screen, The My Computer Icon, The Recycle Bin, Status Bar, Start and menu & Menu-selection, Running an Application, Windows Explorer viewing of file, folders and directories, Creating and Renaming of files and folders ,Opening and closing of different Windows	(4)
Windows Setting Control Panels, Wall paper and screen savers, Setting the date and sound, Concept of menu using help Advanced Windows Using right button of the mouse, Creating short cuts, Basic of Window setup	(5)
Window/Accessories Notepad, Calculator, Paint Brush	(6)
Elements of Word Processing Word Processing Basic, An introduction to Word Processing, Opening Word Processing package, The menu bar, Using the help, Using the Icons below menu bar Opening documents and closing documents Opening documents, Save and Save as, Page setup, Printing of documents, Display/Hiding of paragraph marks and inter word space	(7)
Text creation and manipulation Paragraph and Tab setting, Text selection, Cut, Copy, and Paste, Font and size selection, Bold, Italic and Underline, Alignment of text: Centre, Left, right and Justify	(8)
Formatting the Text Changing font, size and color, Paragraph indenting, Bullets and numbering, Use of Tab and Tab setting, Changing case Handling Multiple documents Opening and closing of multiple documents, Cut, Copy and Paste across the documents, Saving of clip boards	(9,10)
Special Features Header & Footer, Footnote, Comments, Page break, Date & time, Auto text, Autocorrect, Symbols, Picture & word art, Spell Checker, Hyperlink	(11,12)
Table Manipulation Concept of table: Row columns and cells, Draw Table, Changing cell width and height, Alignment of text in cell, Copying of cell, Delete/insertion of row and columns, Borders for table, Printing, Print Preview, Print a selected page	(13)
Mail Merge	(14)
QUIZ Spread Sheet Elements of Electronics Spread Sheet, Application usage of Electronic Spread Sheet, Opening of Spread Sheet, The menu bar, Creation of cells and addressing of cells, Cell inputting.	(15)

Manipulation of cells Enter texts numbers and dates, Creation of tables, Cell height and widths, Copying of cells	(16)
Manipulation of sheets Moving and Copying sheets to same workbook, to different workbooks. Providing Formulas and Functions Using basic functions/ formulas in a cell- Sum function, Average, Min, Max, Count. Other basic functions, Database functions	(17,18)
Filters- AutoFilter, Advanced filters	(19)
Data table1, Data table2, Pivot Table	(20)
Powerpoint - Making small presentations Difference between presentation and document, Using Power Point, Opening a Power Point Presentation, Using Wizard for creating a presentation Creation of Presentation Title, Text Creation, Fonts and Sizes, Bullets and Indenting Moving to Next Slide	(21)
Preparation of Slides Selection of type of slides, Importing text from word documents, Moving to next slide, The slide manager, Providing aesthetics Slide Designs Background and text colors, Making your own slide format, Footnotes and slide numbering Slide manipulation and slide show Presentation of the slides, Using the slide show, Printing the slides and handouts, Slide sorter Title sorter	(22)
Computer Communication and Internet Basic of computer networks, LAN, WAN Internet Concept of Internet, Application of Internet, Service on Internet, WWW and web-sites, Electronic mails Communication on Internet	(23,24)
WWW and Web Browsers Web Browsing software, Internet Explorer, Netscape Communicator, Surfing the Internet, Giving the URL address, Search Moving around in a web-site Printing or saving portion of web pages, Down loading, Chatting on Internet	(25,26)
Basic of Electronic mail What is an Electronic mail, Email addressing, Mailbox: Inbox and outbox. Using Emails Viewing and email, Sending an email, Saving mails, Sending same mail to various users Document Handling Sending soft copy as attachment, Enclosures to email, Sending a portion of document as email Using Search Engines	(27-29)
Review	(30)