Training of Bihar Government Employees

Course on Computer Application & Concepts "CCAC" (for Bihar Govt. Employees)

Detailed Syllabus

TOPICS	Theory	Practical	Total
Introduction to Computers & Windows	2	4	6
Word Processing	8	12	20
Spreadsheet	6	10	16
Presentation Software	2	2	4
Communication, Internet and E-Mail	3	4	7
Advanced Tools & Techniques	4	3	7
Grand Total	**25**	**35**	**60**

Introduction to Computers & Windows

What is Computer, Basic Applications of Computer; Introduction to Components of Computer System, Keyboard and Mouse, Other input/output Devices, CPU, Basics of Computer Memory, Concepts of Hardware and Software, Applications of IECT, Connecting Keyboard, Mouse, Monitor and Printer to CPU and checking power supply.

Basics of Windows, The User Interface, Using Mouse, Using right Button of the Mouse and Moving Icons on the screen, Creating Short-Cuts, Use of Common Icons, Status Bar, Using Menu and Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows, Common utilities like notepad, paint, calculator etc., using CD/DVD Writer, Pen/USB Drive.

MS-Office (MS-Word, MS-Excel, MS-PowerPoint)

Word Processing Basics: Opening and Closing & saving documents, Text creation and Manipulation, Formatting of text, Editing Text, Spell check, Header/Footer, Page/Section Break, Page Setup & Printing of word document, Working with Table, Mail-Merge, Hands-on Practice on creation of official letters, reports etc.

Basics of Spreadsheet: Manipulation of cells, Formulas and Functions, Editing of Spread Sheet, printing of Spread Sheet, Sorting, Filters, Subtotal, Pivot Table, hands-on practice on preparation of salary sheet, official data sheet etc.

Basics of presentation software: Creating Presentation, Preparation and Presentation of Slides, Slide Show, Taking printouts of presentation / handouts.

Communication, Internet and E-Mail

Basic of Computer networks, LAN, WAN, Concept & Applications of Internet, connecting to internet, Working with internet, Surfing, Browsing & Searching, Using e-governance websites. Basics of electronic mail, Getting an email account, Sending and receiving emails, Attachments, computer ethics & Netiquettes.

Advanced Tools & Techniques

Introduction to MS-Outlook, Mail in Outlook, Using Calendar Option, Working with Contacts, Managing Task with Outlook. Working With MS-OneNote

Use of Unicode & Transliteration, Using & configuring Antivirus Software, Handling situation during virus activities in system, Backup policies & recovering data, Installation of Pinter, Camera, Modem, Scanner etc