कम्प्युटर सीप परिक्षण पाठ्यक्रम

1.Windows basic, Email and Internet

- Introduction to Graphical User Interface
- Use & Update of Anti-virus
- Concept of virus, worm, spam etc.
- Starting and shutting down windows
- Basic windows elements- Desktop, Taskbar, My Computer, Recycle Bin etc.
- Concept of file, folder, menu, toolbar
- Searching files and folder
- Internet browsing and searching the content in the web
- Creating Email ID, Using email and mail client tools
- Basic Network troubleshooting (checking network & internet connectivity)

2. Word Processing

- Creating, saving and opening documents
- Typing in Devanagari and English
- Copying, Moving, Deleting and Formatting Text
- Paragraph formatting (alignment, indention, spacing etc.)
- Creating Lists with Bullets and Numbering
- Creating and Manipulating Tables
- Borders and Shading
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- Borders and shading
- Creating Newspaper Style Documents Using Column
- Security Techniques of Document
- Inserting header, footer, page number, Graphics, Pictures, Symbols
- Page setting, previewing and printing of documents
- Mail merge

3. Presentation System

- Introduction to presentation application
- Creating, Opening and saving slides
- Formatting slides, slide design, inserting header and footer
- Slide show
- Animation
- Inserting Built-in picture, Picture, Table, Chart, Graphs, and Organization Chart etc.

4. Electronic Spreadsheet

- Organization of Electronic Spreadsheet applications (Cells, Rows, Columns, Worksheet, Workbook and Workspace)
- Creating, Opening and Saving Work Book
- Editing, Copying, Moving, Deleting Cell Contents
- Formatting Cells (Font Border, Pattern, Alignment, Number, Protection, Margins and text wrap)
- Formatting Rows, Column and sheets
- Using formula with relative Absolute Cell Reference
- Using Basic Functions (IF, SUM, MAX, MIN, AVERAGE etc.)
- Sorting and Filtering Data
- Inserting Header and footer
- Page setting, Previewing and Printing.