



Course Overview

This course covers Basic to Advanced topics of MS Word, MS Excel, MS PowerPoint, Internet, Emailing & Theory portion of IT Tools, Networking, Digital Tools, Cyber Security Fundamentals. Ms. Office course trains students how to use MS Office applications use in office work such as creating professional-quality documents; store, organize and analyze information; arithmetic operations and functions; and create dynamic slide presentations with animation, narration, images, and much more, digitally and effectively.

Duration: 3 Months

Course Content (Practical)

MS-Windows

- Introduction to Computer
- Computer Basic
- Creating Folder
- Directories
- Notepad
- Paint
- WordPad
- Calculator
- MS-DOS
- Windows Short Cut Keys

Microsoft-Word 2019

- Creating
- Editing
- Saving
- Printing documents
- Page Setup
- Font and Paragraph Formatting
- Simple character formatting
- Inserting tables
- Smart Art
- Page breaks
- Using lists and styles
- Working with images
- Using Spelling and Grammar check
- Understanding document properties
- Macros
- Mail Merge

Microsoft-Excel 2019

- Spreadsheet Basics
 - Creating
 - Editing
 - Saving
 - Page Settings
- Working with Functions & Formulas
 - Basic Functions
 - Lookup Functions
 - Logical If Functions
 - Financial Functions
 - Statistical Functions
 - Maths & Trig. Functions
 - Text Functions & Many More
- Modifying worksheets with color
- Auto Formats
- Charts & Graphs
- Pivot Table & Pivot Chart
- Data Forms
- Analysing Data
- Data
 - Subtotal
 - Sorting Data
 - Filtering Data
 - Data Validation
 - Goal Seek
- Formatting worksheets
- Conditional formatting
- Macros
- Securing & Protecting Spreadsheets
- Proofing and Printing

Microsoft-PowerPoint 2019

- Opening
- Viewing
- Creating
- Printing Slides
- Applying Auto Layouts
- Adding Custom Animation
- Using Slide Transitions
- Charts & Graphs
- Hyperlinks and Action Buttons
- Working with Movies and Sounds
- Slide Master
- Creating Professional Slide for Presentation.

Internet

- What is Internet?
- Understanding how to search/Google
- Bookmarking and Going to a specific website
- Search engines
- Email -
 - Receiving Incoming Messages
 - Sending Outgoing Messages
 - Email addressing
 - Email attachments
- Copy and paste Internet content into your word file and emails
- Blogging
- Understanding social media platforms such as Facebook & Many more
- Learn with best practices

Course Content (Theory)

1. Introduction to Computer

- 1.0 Introduction
- 1.1 Objectives
- 1.2 Computer and Latest IT gadgets
 - 1.2.1 Evolution of Computers & its applications
 - 1.2.2 IT gadgets and their applications
- 1.3 Basics of Hardware and Software
 - 1.3.1 Hardware
 - 1.3.1.1 Central Processing Unit
 - 1.3.1.2 Input devices
 - 1.3.1.3 Output devices
 - 1.3.1.4 Computer Memory & storage
 - 1.3.2 Software
 - 1.3.2.1 Application Software
 - 1.3.2.2 Systems Software
 - 1.3.2.3 Utility Software
 - 1.3.2.4 Open source and Proprietary Software
 - 1.3.2.5 Mobile Apps
- 1.4 Model Questions and Answers

2. Introduction to Operating System

2.0 Introduction

2.1 Objectives

2.2 Operating System

2.2.1 Basics of Operating system

2.2.2 Operating Systems for Desktop and Laptop

2.2.3 Operating Systems for Mobile Phone and Tablets

2.3 User Interface for Desktop and Laptop

2.3.1 Task Bar

2.3.2 Icons & shortcuts

2.3.3 Running an Application

2.4 Operating System Simple Setting

2.4.1 Using Mouse and Changing its Properties

2.4.2 Changing System Date and Time

2.4.3 Changing Display Properties

2.4.4 To Add or Remove Program and Features

2.4.5 Adding, Removing & Sharing Printers

2.5 File and Folder Management

2.6 Types of file Extensions

2.7 Model Questions and Answers

3RD TO 5TH CHAPTER WILL BE PRACTICAL (MS-WORD, MS-EXCEL & MS-POWERPOINT)

6. INTRODUCTI ON TO INTERNET AND WWW

6.0 Introduction

6.1 Objectives

6.2 Basic of Computer Networks

6.2.1 Local Area Network (LAN)

6.2.2 Wide Area Network (WAN)

6.2.3 Network Topology

6.3 Internet

6.3.1 Concept of Internet & WWW

6.3.2 Applications of Internet

6.3.3 Website Address and URL

6.3.4 Introduction to IP Address

6.3.5 ISP and Role of ISP

6.3.6 Internet Protocol

6.3.7 Modes of Connecting Internet (Hotspot, Wi-Fi, LAN Cable, Broadband, USB Tethering)

6.3.8 Identifying and uses of IP/MAC/IMEI of various devices

6.4 Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.)

6.5 Exploring the Internet

- 6.5.1 Surfing the web
- 6.5.2 Popular Search Engines
- 6.5.3 Searching on Internet
- 6.5.4 Downloading Web Pages
- 6.5.5 Printing Web Pages

6.6 Summary

6.7 Model Questions and Answers

7.E-mail, Social Networking and eGovernance Services

7.0 Introduction

7.1 Objectives

7.2 Structure of E-mail

7.3 Using E-mails

- 7.3.1 Opening Email account
- 7.3.2 Mailbox: Inbox and Outbox
- 7.3.3 Creating and Sending a new E-mail
- 7.3.4 Replying to an E-mail message
- 7.3.5 Forwarding an E-mail message
- 7.3.6 Searching emails
- 7.3.7 Attaching files with email
- 7.3.8 Email Signature

7.4 Social Networking & e-Commerce

- 7.4.1 Facebook, Twitter, LinkedIn, Instagram
- 7.4.2 Instant Messaging (WhatsApp, Facebook Messenger, Telegram)
- 7.4.3 Introduction to Blogs 7.4.4 Basics of E-commerce
- 7.4.5 Netiquettes

7.5 Overview of e-Governance Services like Railway Reservation, Passport, eHospital [ORS]

7.6 Accessing e-Governance Services on Mobile Using “UMANG APP”

7.7 Digital Locker

7.8 Model Questions and Answers

8. DIGITAL FINANCIAL TOOLS AND APPLICATIONS

8.0 Introduction

8.1 Objectives

8.2 Digital Financial Tools

- 8.2.1. Understanding OTP [One Time Password]and QR [Quick Response] Code
- 8.2.2 UPI [Unified Payment Interface]

- 8.2.3 AEPS [Aadhaar Enabled Payment System]
- 8.2.4 USSD [Unstructured Supplementary Service Data]
- 8.2.5 Card [Credit / Debit]
- 8.2.6 eWallet
- 8.2.7 PoS [Point of Sale]

8.3 Internet Banking

- 8.3.1 National Electronic Fund Transfer (NEFT)
- 8.3.2 Real Time Gross Settlement (RTGS)
- 8.3.3 Immediate Payment Service (IMPS)

8.4 Online Bill Payment

8.5 Model Questions and Answers

9. Overview of Futureskills & Cyber Security

9.0 Introduction to Futureskills

9.1 Introduction to

- 9.1.1 Internet of Things (IoT)
- 9.1.2 Big Data Analytics
- 9.1.3 Cloud Computing
- 9.1.4 Virtual Reality
- 9.1.5 Artificial Intelligence
- 9.1.6 Social & Mobile
- 9.1.7 Blockchain Technology
- 9.1.8 3D Printing/ Additive Manufacturing
- 9.1.9 Robotics Process Automation

9.2 Cyber Security

- 9.2.1 Need of Cyber Security
- 9.2.2 Securing PC
- 9.2.3 Securing Smart Phone

9.3 Model

9.4 Model Questions and Answers