



Government Degree College, Kichha
Udham Singh Nagar (Uttarakhand) 263148

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VALUE ADDED COURSE ON BASICS OF COMPUTER

SYLLABUS FOR 30 HOURS BASIC COMPUTER COURSE

Sr no	TOPICS
1	Introduction to Computer: Function, Application, Components of computer.
2	MS-Word: Draw table, Sharing, saving and opening an existing document.
3	MS-Excel: Settings. Inserting tools, column, Page layout, Saving, Editing and selecting text, Formulas.
4	MS-Power Point: Setting, Inserting tools, Slide show, Saving document, editing existing documents, Animations.
5	Email: Creating mail, Using, attach document, chatting, sending documents, Snoozing, Scheduled, Spam, Trans, Draft.
6	YouTube: Creating Channel, Uploading and publishing
7	Google Drive: Creating pdf, Uploading, Scanning, Saving and Sharing. Google Docs: Creating documents, translate documents, vice typing, Saving and Sharing
8	Conferencing Platform: Google Meet, Zoom, Webex, Functions and Setting
9	Google Forms: Creating, Settings, Customize theme, Preview. Google Sheets: Using, inserting tools, Format, Saving and Sharing. Google Slides: Creating Certificate, Importing Slides, Downloading, Insert, Arrang, Edit theme
10	Web Page Designing. .

Convener

Basic Computer Course

Pracharya

Rajkiya Mahavidyalaya
Kichha (U.S.Nagar)