



## **SUMMER COURSE DETAILED SYLLABUS**

### **1. Computer Fundamentals**

- Introduction to computer.
- Types of computer.
- Units of computer.
- Concept of hardware and software.
- Introduction to mobile apps.

### **2. Operating System**

- Introduction to windows 10 OS.
- Personalizing windows desktop.
- Control panel settings.
- Folder and file options.
- MS paint.

### **3. Microsoft Word**

- Concept of word processing software.
- Creating document.
- Formatting document.
- Spelling and grammar check.
- Find and replace.
- Table and its operations.
- Inserting pictures, clip arts, smart art.

### **4. Microsoft Excel**

- Introduction to spread sheet.
- Creating work book.
- Entering data in work sheet.

- Simple calculations in work sheets.
- Copying, moving and deleting work sheet.
- Creating charts in excel.

### **5. Power Point**

- Concept of presentation graphic software.
- Creating presentation in power point.
- Applying animations.
- Slide transitions.
- Creating album.

### **6. Basic of Internet Operation.**

- Browsing, surfing.
- Creating mail account.
- Composing E-mail.
- Social network concept.

### **7. Libre Office.**

- Writer / Calc / Impress

### **8. Digital Financial Services.**

<b>Qualification</b>	<b>: Std. 5th or Above</b>
<b>Duration</b>	<b>: 45 Days</b>
<b>Course Fees</b>	<b>: ₹1,500/-</b>