**Training Module on ‘Basic Computer Operations’**

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| Name of the Package of Courses | **“Good Governance” for Basic Computer Operations** |
| Duration of the Course | Two days |
| Number of Sessions | 8 (Eight) |
| Training Branch | VI |
| Name of the Course Coordinator | Assistant Director (TS-VI) |

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| **SESSION** | **TOPIC** |
| **DAY 1** | |
| **I**  (**10.00 AM to 11.15 AM**) | **Overview of PC Hardware and Software** |
| * Course Goals * Describing Course Schedule and Contents * Parts of PC hardware and its functions * Introduction to Operating Systems * Type of Application Software * Starting and shutting down the system * Windows Explorer * Creating Files and Folders |
| **II**  **(11.30 AM to 12.45 PM)** | **Introduction to MS Word** |
| * Creating a new document * Saving a document * Multiple Views and Layouts (changing page * setup) * Moving around the document * Spelling and grammar checking * Basic Formatting |
| **III**  **(1.45 PM to 3.00 PM)** | **Creating and formatting Table in Word** |
| * Creating list (Numbered and Bulleted) * Changing Fonts * Line and Character spacing * Using Styles * Header and Footer * Using Clip Art * Hyperlink and Bookmark * Printing a document |
| **IV**  **(3.15 PM to 4.30 PM)** | **Mail Merge** |
| * Introduction to Mail Merge * Main document * Data file and Data file field * Merged document * Steps in Mail Merge * Performing Mail Merge |
| V  (**10.00 AM to 11.15 AM**) | **Internet and E-mail** |
| * Introduction of Internet (WWW, TCP/IP, DNS, * Search Engine) * Introduction to E-mail * Creating and using E-mails |
| **DAY 2** | |
| **VI**  **(11.30 AM to 12.45 PM)** | **MS Power Point** |
| * Presentation basics * Inserting text, pictures * Inserting new slides * Formatting text and pictures * Creating Notes * Design and layout * Proof, print and preparation for the show |
| **VII**  **(1.45 PM to 3.00 PM)** | **PC Maintenance and Security** |
| * Overview of PC Maintenance * Inbuilt PC Maintenance tools in Windows * Overview of PC Security * Inbuilt PC Security tools in Windows * Securing documents * Antivirus * Upgrading OS and Application software |
| **VIII (3.15 PM to 4.30 PM)** | **Review & Queries/Test** |