**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** |