Training Module
on 'Basic Computer Operations'

Name of the Package of Courses	**"Basic Computer Operations"** under Good Governance
Duration of the Course	Two days (08.12.2025 to 09.12.2025)
Number of Sessions	8 (Eight)
Name of the Course Coordinator	Assistant Director (Training Section-VI)

SESSION	TOPIC	Name of Faculty
Day-1 (08.12.2025)		
I & II (**10.00 AM to 12.45 PM**)	**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 **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	**Mr. Jay Prakash**
III & IV (**1.45 PM to 4.30 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 **Mail Merge** • Introduction to Mail Merge • Main document • Data file and Data file field • Merged document • Steps in Mail Merge • Performing Mail Merge	**Mr. Udit Sharma**
Day-2 (09.12.2025)		
V & VI (**10.00 AM to 12.45 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 **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	**Dr. Shrikant Patel**
VII & VIII (**1.45 PM to 4.30 PM**)	**Internet and E-mail** • Introduction of Internet (WWW, TCP/IP, DNS, Search Engine) • Introduction to E-mail • Creating and using E-mails Cyber Security **MS Excel** • Explanation of Workbook, Worksheet, Ribbon, Formula Bar, Status Bar, and Navigation Pane. • How to open, save, and close a workbook. • Types of data: text, numbers, dates. • How to enter data and edit cells. • Formatting cells (font styles, colors, borders). • Adjusting column widths and row heights. • Basic Formulas with functions • Sorting & filtering data • Using freeze panes	**Mr. Vikrant Kumar**