

# DEBRA THANA SAHID KSHUDIRAM SMRITI MAHAVIDYALAYA

Vill- Gangaramchak, P.O- Chakshyampur, P.S- Debra, Dist-  
Paschim Medinipur, Pin-721124



*Two Weeks Hands-On-Computer Training  
(For Teaching & Non-Teaching)*

*Conducted by  
Dept. of Computer Science*

**Course: Hands-On-Computer**

**Duration: 32 h (Four weeks)**

**Syllabus:**

### **Course Contents**

#### **Unit-1: Basic computer concepts**

**1 L**

CPU- organization, speed, functions.

Input Devices- Keyboard, Mouse, Joystick, Touchpad/ Touch screen, Scanner, web Cam, etc.

Output Devices- Monitor, Printer, Speaker, etc.

Memory -RAM, ROM, HDD, CD, DVD, Flash drive, Cache memory.

Operating System (OS)- Windows (Windows XP, windows-7, windows-10), Linux.

#### **Unit-2: Introduction to Windows**

**2 L**

User interface- Mouse Pointer, My Computer icon, Recycle Bin, status bar, Taskbar, start menu, open programme, Windows Explorer, opening file and folder.

Creating and Renaming files and folders, opening and closing several windows. Mouse right-click options, creating a shortcut, and notepad.

Window setting – Wall Paper and screen saver, setting date and time, setting volume, Control panel- install/uninstall program, mouse setting, printer setting, network setting, Advanced window setting.

#### **Unit-3: Microsoft applications**

**2 L**

Paint- Drawing, Editing image

Microsoft picture manager- Editing, Resizing, compressing the picture  
MS Office.

#### **Unit-4: Word processing (MS-Word 2007)**

**8 L**

Word processing concepts: saving, closing, opening an existing document, selecting text, editing text, Finding and replacing text, printing documents, Creating and Printing Merged Documents, Character and Paragraph Formatting, Page Design, and Layout.

Editing and Profiling Tools: Checking and correcting spellings. Handling Graphics, Creating Tables and Charts, Document Templates, and Wizards.

#### **Unit-5: Spreadsheet package (MS-Excel 2007)**

**8 L**

Spreadsheet Concepts, Creating, Saving, and Editing a Workbook, Inserting, Deleting Work Sheets, entering data in a cell/formula Copying and Moving from selected cells, handling operators in Formulae.

Functions: Mathematical, Logical, statistical, text, financial, Date, and Time functions, Using Function Wizard.

Formatting a Worksheet: Formatting Cells – changing data alignment, changing the date, number, character, or currency format, changing the font, adding borders and colors, Printing worksheets, Charts, and Graphs – Creating, Previewing, Modifying Charts. Integrating word processors, spreadsheets, and web pages.

#### **Unit-6: Power Point (MS-Power Point 2007)**

**8 L**

Formatting a Slide: Design a slide; Insert images, shapes, and tables in a slide; Insert animation; Select font and formatting of text; use of advanced features like insert audio, video and hyperlink; Setup slide show.

## **Unit-7: Internet usage**

**3 L**

Common terminologies: LAN, WAN, Node, Host, Workstation, bandwidth, Network Components: Servers, Clients, Communication Media.

WWW and Web Browsers: Web Browsing software, Search Engine, Surfing the Internet, Chatting on Internet, Upload/Download files, Basic of electronic mail, Using Emails, Document handling.

### **Assignment / Lab Practice**

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## Some photos of the course

