

**CETPA INFOTECH PVT. LTD.**  
**CURRICULUM OF CCC & BCC**

**Knowing Computer**

- Introduction
- Objectives
- What is Computer?
- Basic Applications of Computer
- Components of Computer System
- Central Processing Unit
- Keyboard, mouse and VDU
- Other Input devices
- Other Output devices
- Computer Memory
- Concept of Hardware and Software
- Hardware
- Software
- Application Software
- Systems software
- Concept of computing, data and information
- Applications of ICT
- e-governance
- Entertainment
- Bringing computer to life
- Connecting keyboard mouse, monitor and printer to CPU
- Checking power supply

**Operating Computer Using Gui Based Operating System**

- Introduction
- Objectives
- Basics of Operating System
- Operating system
- Basics of popular operating system (LINUX, WINDOWS)
- The User Interface
- Task Bar
- Icons
- Menu
- Running an Application
- Operating System Simple Setting
- Changing System Date And Time
- Changing Display Properties
- To Add Or Remove A Windows Component
- Changing Mouse Properties
- Adding and removing Printers
- File and Directory Management

- Creating and renaming of files and directories
- Common utilities

**Understanding Word Processing**

- Introduction
- Objectives
- Word Processing Basics
- Opening Word Processing Package
- Menu Bar
- Using The Help
- Using The Icons Below Menu Bar
- Opening and closing Documents
- Opening Documents
- Save and Save as
- Page Setup
- Print Preview
- Printing of Documents
- Text Creation and manipulation
- Document Creation
- Editing Text
- Text Selection
- Cut, Copy and Paste
- Spell check
- Thesaurus
- Formatting the Text
- Font and Size selection
- Alignment of Text
- Paragraph Indenting
- Bullets and Numbering
- Changing case
- Table Manipulation
- Draw Table
- Changing cell width and height
- Alignment of Text in cell
- Delete / Insertion of row and column
- Border and shading

**Using Spread Sheet**

- Introduction
- Objectives
- Elements of Electronic Spread Sheet
- Opening of Spread Sheet
- Addressing of Cells
- Printing of Spread Sheet
- Saving Workbooks
- Manipulation of Cells

- Entering Text, Numbers and Dates
- Creating Text, Number and Date Series
- Editing Worksheet Data
- Inserting and Deleting Rows, Column
- Changing Cell Height and Width
- Formulas and Function
- Using Formulas
- Function

### **Communication Using The Internet**

- Introduction
- Objectives
- Basic of Computer Networks
- Local Area Network (LAN)
- Wide Area Network (WAN)
- Internet
- Concept of Internet
- Applications of Internet
- Connecting to the Internet
- Troubleshooting

### **WWW and Web Browser**

- Introduction
- Objectives
- World Wide Web (WWW)
- Web Browsing Softwares
- Popular Web Browsing Softwares
- Search Engines
- Popular Search Engines / Search for content
- Accessing Web Browser
- Using Favorites Folder
- Downloading Web Pages
- Printing Web Pages
- Understanding URL
- Surfing the web
- Using e-governance website

### **Communications And Collaboration**

- Introduction
- Objectives
- Basics of E-mail
- What is an Electronic Mail
- Email Addressing
- Using E-mails

- Opening Email account
- Mailbox: Inbox and Outbox
- Creating and Sending a new E-mail
- Replying to an E-mail message
- Forwarding an E-mail message
- Sorting and Searching emails
- Document collaboration
- Instant Messaging and Collaboration
- Using Instant messaging
- Instant messaging providers
- Netiquettes

### **Making Small Presentations**

- Introduction
- Objectives
- Basics
- Using PowerPoint
- Opening A PowerPoint Presentation
- Saving A Presentation
- Creation of Presentation
- Creating a Presentation Using a Template
- Creating a Blank Presentation
- Entering and Editing Text
- Inserting And Deleting Slides in a Presentation
- Preparation of Slides
- Inserting Word Table or An Excel Worksheet
- Adding Clip Art Pictures
- Inserting Other Objects
- Resizing and Scaling an Object
- Presentation of Slides
- Viewing A Presentation
- Choosing a Set Up for Presentation
- Printing Slides And Handouts
- Slide Show
- Running a Slide Show
- Transition and Slide Timings
- Automating a Slide Show

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