



BASIC COMPUTER COURSE

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Introduction

Basic computer skills refer to the ability to use computers and related technology to perform fundamental tasks.

What is Basic Knowledge of Computer?

Basic computer knowledge is about how computers work and how to use them. This may include typing, learning keyboard commands, powering a computer on and off, knowing how to connect and disconnect the Internet to a computer.

Course Objective

- To Operate Computer
- To Perform Word Processing Task
- To Make Calculations Work
- To Present Things on Computer
- To Communicate Using Internet
- To Use Internet for Different Activities

Course Content

- Operating Computer -WINDOWS
- Word Processing Task-MS-WORD
- Spreadsheet Calculation-MS Excel
- Presentation Techniques – PowerPoint
- Surfing the Web – Internet
- Communicating over Internet – E - Mail

Importance of Computer Skills

- Efficient ways of working
- Streamlines communication
- Helps in career advancement

Example

- Digital marketing
- Graphic design
- Database management
- Productivity software
 - Word processing software
 - Spreadsheet software
 - File sharing software
 - Video conferencing tools
 - Instant messaging

Improve your Computer Skills

- Understand computer basics
- Stay focused
- Get practical experience

Program Outcome

- Prepare documents in Word
- Perform calculations in Excel
- Present information in PowerPoint
- Search information on Internet
- Send and Receive E – Mail