Maharana Pratap Post Graduate College, Jungle Dhushan, Gorakhpur

SYLLABUS OF LITERACY IN COMPUTER FREE COURSE PROGRAME (RURAL AREA)

Syllabus

1- Introduction of Computer.
2- Paint.
3- MS-Word: Knowledge of all menu and tool bar button, Creation of new page, Process of cut and paste, Setting of Language, Font Size Setting ,Increase the font size ,Decrease the font size,Subscript,Superscript,Lowercase,Uppercase,Capitalize each word, Text highlight color, change the text color, use of bullets, use of numbering, process of align text left,rightcentre and justify. Process of inserting the table, process of drawing the table ,insert picture from file, insert ready-made shape such as rectangular, circle arrow, watermark on page, page color, page borders, spacing in paragraph.
4- MS-Excel: Create new sheet, knowledge of column and raw, save the sheet, process of protection of the sheet, rename the sheet, merge cell, number addition,substraction,multiplication,division,average.
5- PowerPoint: Slide formation, design, animation etc.
6- Internet: Process of using internet, create own account, mailing process through email-id, sent sms, online chatting etc.