

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.

Maharana Pratap Post Graduate College,

Jungle Dhushan, Gorakhpur

Certificate Training Course of Computer

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 and Superscript, Lowercase, Uppercase, Capitalize each word, Text Highlight Colour, Change the text colour, Use of bullets, Use of Numbering, Process of Align text left, Right, Center and Justify, Process of inserting the Table, Process of drawing the Table, Insert Picture from File, Insert ready-made Shape such as Rectangular , Circles, Arrows lines, Flow charts symbols, Smart art Graphic, Header and Footer, Page number, Text Box, Word Art, Use of Drop cap, Process of inserting symbol, Margins Left, Right , Top and Bottom, Page orientation, Setting of Paper Size, Split text into two or more columns, Watermark on page, Page colour, Page Borders, Spacing in paragraph.
4. **MS-Excel:** Create new Sheet, Knowledge of column and row , Save the sheet, Processes of protection of the sheet, Subscript, Superscript, setting of sheet, Rename the sheet, New sheet addition, Print the sheet, page setup, Wrap text, Merge cell, Enlargement of size of Font , Smart Art, 2D column, 2D and 3D line, 2D and 3D Pie, 2D and 3D bar, Cylinder Bar, Cone Bar,

Pyramid Bar, 2D area, 3D area, Word Art, Number addition, Substraction, Multiplication, division, Average. Sheet Margins setting.

5. **Powerpoint:** Slide Formation, Design Slide, Slide Animations and Slide show.
6. **Internet:** Process of using of internet, Create own account, Processes of searching matters, Mailling process through Email ID, Sent sms, chatting online.
7. Instalation of Software, Uses of Storage Devices