

BASIC EDP COURSE - 3 weeks

1. **Computer Fundamentals**

- Overview of Computer Systems
- Types of Computers
- Hardware and software
- Components of a Computer
- Input/Output Devices
- Storage Devices
- How a Computer System Works?

2. **MS Windows XP (Operating System)**

- Operating System and its functions
- Introduction to Windows XP
- Personalizing Desktop Settings
 - Desktop Locking
 - Power Settings
 - Creating Shortcuts
- Windows Explorer
 - Start Button
 - Task Bar
 - Creating Folders and Files
 - System folders
 - Copying File
 - Renaming File
 - Deleting Files
 - Recycle Bin
 - Securing Files and Folders (Creating Passwords)
 - Folder Options
 - Searching Files
- System Tools
 - Control Panel
 - System Restore
 - Disk Cleanup
 - Disk Defragment

3. **MS Office 2007**

(a) **MS Word**

- Introduction to MS Word
- Menu Bar
 - Menus and Submenus
 - Tool Bar
 - Tools
 - Customizing Toolbar
 - Hiding Toolbar etc

- Creating Documents
- Using Templates
- Saving a documents
 - With Different Name
 - With Different Format
- Working with documents
 - Copy, Cut, Paste and Paste Special
 - Undo and Redo
 - Find & Replace
 - Formatting Text
 - Format Painter
 - Paragraph Formatting
 - Bullets and Numbering
 - Auto Text, Auto Complete and Auto Correct.
- Setting up pages of a document
- Printing Documents with different options
- Using Tables and Columns
 - Table Creation and Modification giving stress to autofit, autoformat and table sort.
 - Working with data in table giving stress to formulas
 - Presenting text in columns

- Object Linking and Embedding
- Inserting and Sizing Graphics
- Hyperlink
- Envelopes & Label Creation
- Grammer & Spell Check
- Mail Merge
- Macro Creation
- Previewing and Printing Documents

(b) MS Excel

- Introduction to Electronic Spreadsheet and Microsoft Excel
- Creating and Formatting a Worksheet
- Features of Excel
- Functionality and formatting of Cells.
- Inserting and Formatting data in a Worksheet
- Working with an existing data list.
- Autofill, Fill Series and AutoComplete Options.
- Sorting & Filtering Data.
- Formulas and Functions.
 - Details usage of important data functions like sum, if, average etc.
- Interlinking worksheets and files.
- Setting Filters and Performing Calculations on filtered data.
- Charts – Creation, Copying , Moving and Resizing.
- Splitting Windows and Freezing Panes.
- Previewing and Printing a Worksheet.

(c) MS Power Point

- Introduction to Power Point
- Creating a Presentation
- Features of Power Point
 - Editing Master Slides
 - Viewing and Editing a Presentation
 - Inserting , Sorting, Hiding and Deleting Slides
 - Inserting Pictures, Clip Art and Movies in a Slide
 - Creating and Enhancing a Table
 - Slide Layouts
 - Modifying the Slides and Title Master
 - Adding Transition and Animation Effect
 - Hyper linking Slides & Files
 - Importing Data fro MS Work and MS Excel
 - Printing a Presentation
 - Setting Up a Presentation.

4. Internet and Computer Viruses

- Introduction to Internet
- Types of Internet Connection
- Dialup Access and Direct Access
- Domains and Addresses
- DNS and IP Address
- Internet Browser and Browsing the Web
- Services on Internet
- Email

- Search Engine
- Managing Emails in Outlook Express (Storing, Backing up, Deleting etc)

Computer Viruses

- What is Computer Virus?
- Types of Virus
- Types of Infections
- Symptoms of Virus infection
- Sources Virus
- Use of Antivirus
- Preventive Measures
Internet Security.