



SATYAWATI COLLEGE (EVE) UNIVERSITY OF DELHI

Add-on Course on “**BASIC COMPUTER LITERACY**”

Program Schedule

S.No	Date	Topic	Resource Person
	Inaugural Session: Aug 17, 2017 12:00-12:30 PM		Dr. Anil Kumar (Special Guest) Dr. Keshav Gupta (Acting Principal) Dr. Sunita Priyadarshini (HOD, Commerce) Dr. Shiba C. Panda (Convener, Research Committee)
1.	Thursday 17.08.2017	History of Computers Introduction to Computers	Dr. Rajiv Kumar Verma Dr. Prabhat Mittal
2.	Friday 18.08.2017	Word Processing-I	Dr. Arvind Kumar, LSR, DU
3.	Monday 21.08.2017	Word Processing-II	Ms. Ritika Gupta & Neha Bansal
4.	Tuesday 22.08.2017	Spreadsheet-I	Mr. Vikas Madan, SRCC, DU
5.	Wednesday 23.08.2017	Spreadsheet-II	Dr. Kalpana, Mata Sundri College, DU
6.	Thursday 24.08.2017	PowerPoint Presentations	Ms. Akanksha Khurana
7.	Friday 25.08.2017	Internet & E-commerce	Ms. Gurveen Kaur
8.	Monday 28.08.2017	Cyber law and Security	Dr. Virender Kumar, SOL, DU
9.	Tuesday 29.08.2017	Goods and Service Tax (GST) and Role of Computers	CA Anuranjini Vashisht
10.	Wednesday 30.08.2017	Financial literacy-Digital payments	To be Scheduled
	Valedictory Session: Aug 30, 2017 2:00 – 2:30 PM		Dr. Keshav Gupta (Acting Principal)

Lecture Venue: Lab II, Ist Floor, New Building

Lecture Time: 12:00 – 2:00 PM

*Attending of all classes is mandatory for issue of certificate.

Ms. Ritika, Ms. Neha
Ms. Akanksha, Ms. Gurveen
Program Conveners

Dr. Sunita Priyadarshini
Teacher-in-charge, Commerce

Dr. Keshav Gupta
Acting Principal



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Course Outline

I: KNOWING COMPUTER

1. What is computer?
 - 1.1. Characteristics of Computers
 - 1.2. Basic Applications of Computer
2. Components of Computer System
 - 2.1. Central Processing Unit(CPU)
 - 2.2. VDU, Keyboard and Mouse.
 - 2.3. Other input/output Devices
 - 2.4. Computer Memory.
 - 2.5. Concepts of Hardware and Software
3. Classifications of computers

II: OPERATING COMPUTER USING GUI BASED OPERATING SYSTEM

1. What is an Operating System
2. Basics of Popular Operating Systems
3. The User Interface, Using Mouse
 - 3.1. Using right Button of the Mouse and Moving Icons on the screen
 - 3.2. Use of Common Icons
 - 3.3. Status Bar
 - 3.4. Using Menu and Menu-selection
 - 3.5. Running an Application
 - 3.6. Viewing of File
 - 3.7. Folders and Directories, Creating and Renaming of files and folders,
 - 3.8. Opening and closing of different Windows; Using help

III: UNDERSTANDING WORD – PROCESSING

1. Word Processing Basics
2. Opening and Closing of documents
 - 2.1. Opening Documents
 - 2.2. Save and Save as
 - 2.3. Page Setup
 - 2.4. Print Preview
 - 2.5. Printing of Documents
3. Text creation and Manipulation
 - 3.1. Document Creation
 - 3.2. Editing Text
 - 3.3. Text Selection
 - 3.4. Cut, Copy and Paste
 - 3.5. Spell check
 - 3.6. Thesaurus
4. Formatting of text
 - 4.1. Font and Size selection



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- 4.2. Alignment of Text
- 4.3. Paragraph Indenting
- 4.4. Bullets and Numbering
- 4.5. Changing case
5. Table handling
 - 5.1. Draw Table
 - 5.2. Changing cell width and height
 - 5.3. Alignment of Text in cell
 - 5.4. Delete / Insertion of row and column
 - 5.5. Border and shading

IV: USING SPREADSHEET

1. Basics of Spreadsheet
2. Manipulation of cells
 - 2.1. Entering Text, Numbers and Dates
 - 2.2. Creating Text, Number and Date Series
3. Formulas and Functions
4. Editing of Spread Sheet.
 - 4.1. Inserting and Deleting Rows, Column
 - 4.2. Changing Cell Height and Width
5. Printing of Spread Sheet.

V: CREATING PRESENTATION

1. Basics of presentation software
2. Creating Presentation
 - 2.1. Creating a Presentation Using a Template.
 - 2.2. Creating a Blank Presentation
 - 2.3. Entering and Editing Text
 - 2.4. Inserting And Deleting Slides in a Presentation
3. Preparation and Presentation of Slide
 - 3.1. Inserting Word Table or An Excel Worksheet
 - 3.2. Adding Clip Art Pictures
 - 3.3. Inserting Other Objects
 - 3.4. Resizing and Scaling an Object
 - 3.5. Viewing A Presentation
 - 3.6. Choosing a Set Up for Presentation
 - 3.7. Printing Slides And Handouts
4. Slide Show
 - 4.1. Running a Slide Show
 - 4.2. Transition and Slide Timings
 - 4.3. Automating a Slide Show
5. Taking printouts of presentation / handouts.



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VI: COMMUNICATION USING THE INTERNET

1. Basics of electronic mail
2. Getting an email account
3. Sending and receiving emails
4. Accessing sent emails
5. Using Email
6. Document collaboration
7. Instant Messaging
8. Netiquettes

VII: WWW AND WEB BROWSERS, CYBER LAW AND SECURITY

1. Basic of Computer networks - LAN, WAN
2. Concept of Internet
3. Applications of Internet
4. Connecting to internet
5. What is ISP???
6. Knowing the Internet
7. Basics of internet connectivity related troubleshooting,
8. World Wide Web
9. Web Browsing software's
10. Search Engines
11. Understanding URL
12. Domain name
13. IP Address
14. Using e-governance website
15. Cyber law and security

VIII: E-COMMERCE AND FINANCIAL LITERACY

1. E-commerce, Digital Payments
2. Goods and Service Tax (GST)