



(COURSE ON COMPUTER CONCEPT)

Introduction to Computer

INTRODUCTION

What is Computer?

Computer and Latest IT gadgets

Basics of Hardware and Software

Software

Application Software

Utility Software

Open source and proprietary software

Introduction to Operating System

Introduction

Operating System

Basics of Operating system

Desktop and Laptop

User Interface for Desktop and Laptop

Operating System Simple Setting

Changing Display Properties

Changing Mouse Properties

File Management

File extensions

Word Processing

Introduction

Word Processing Basics

Opening and Closing Documents

Text Creation and manipulation

Formatting the Text

Table Manipulation

Spread Sheet

Elements of Spread Sheet

Manipulation of Cells & Sheet

Formulas, Functions and Charts

Presentation

Introduction

Creation of Presentation

Manipulating Slides

Presentation of Slides

Providing Aesthetics to Slides & Printing

Introduction to internet and www

Basic of Computer Networks

Internet

Popular Web Browsers

E-mail, Social Networking and e-Governance Services

Basics of E-mail

Using E-mails

Social Networking & e-Commerce

Overview of e-Governance Services like
Railway Reservation, Passport, eHospital
[ORS]

Mobile Using “UMANG APP”

Digital financial tools and applications

Digital Financial Tools

Understanding OTP Code

AEPS

USSD

Card

EWallet

Internet Banking

Overview of Futureskills & Cyber Security

Introduction

Introduction to Internet of Things (IoT)

Cloud Computing

Big Data Analytics

Artificial Intelligence

Virtual Reality

Mobile social networking (MSN)

Robotic process automation (RPA)

Cyber Security

Securing PC

Use a VPN