Certificate in Computer Basic

CCE A offers many job oriented computer courses."Certificate in Computer Basic" is one of the CCE A approved course.The detailed contents of this course is in the attachment.

COURSECODE:CCE-CC9
ELIGIBILITY:10th
DURATION : 4 Months

SYLLABUS

Fundamental Of Computers

- Introduction To Computers , Types Of Computer , History Of Computer , Generation Of Computer , PC & Its Components , Disk Defragmentor , Categories Of PC , Evolution Of Micro Processors , Registers Of Micro Processors , Basic Components Of Computer System , Input Output& Storage Units , Software , Types Of Software , Types Of Operating System , Categories Of OS , Example Of Utility Program , Programming Languages , Generations Of Programming Language , Application Software , User &Example Of Application Software , Viruses , Types Of Virus , Virus Detection &Prevention , Communication Process , Communication Protocols , Communication Channel/Media , Modem , Components Of LAN , Types Of Internet Connections , Internet& Its Advantages , Internet Services , WWW & Common Technologies of Internet

Dos   Windows
DOS

- Disk Operating System(Dos) , Introduction , History & Versions Of Dos , Basic–Physical Structure Of Disk, Drive Name , Fat , File &Directory Structure And Naming Rules , Booting Process , Dos , System Files , Dos Commands Internal & External Dir,Md,Cd,Rd,Copy,Del,Ren,Vol,Date,Time,Cls,Path,Type   Etc.   , Chkdsk,Xcopy,Print,Diskcopy,Diskcomp,Doskey,Tree,Move,Label,Append,Format,Sort, Fdisk,Backup,Edit,Move.

Windows XP

- Introduction To Window XP And Its Features , Hardware Requirements Of Windows , Window Structure,Desktop,Taskbar,Start Menu , Working ,With Recycle Bin –Restoring A Delete File ,Emptying The Recycle Bin , Managing Files, Folders And Disk Navigating Between Folders ,Manipulating Files And Folders ,Creating New Folder ,Searching Files And Folder My Computer Exploring Hard Disk ,Copying And Moving Files And Folder from One Drive To Another Formatting Floppy Drive ,Windows Accessories-Calculator ,Notepad ,Paint, Wordpad ,Character Map,Paint

Windows Fundamental

- Windows is an operating system , XP Home Addition , XP Professional Addition , Active desktop , Multi user account , Data protection features , Playing MP3 Sound and XP , Windows desktop fundamental , Desktop , Taskbar , Icons , My computer , My Document , Recycle bin , Folder

MS Office (Word , Excel , Power Point)

Office package

- Word processor Software , Spreadsheet software , Presentation software , Database Management software

MS Word

- Introduction to Ms Office , Introduction to Ms Word , How to Start , Components of Ms Word , File Menu , Edit Menu , View Menu , Insert Menu , Format Menu , Tools Menu , Table Menu , Window Menu , Help Menu

MS Excel

- Introduction to MsExcel , Calculations , Formula , Functions , Insert Row/Columns , Create Chart , Format Sheet

 Tools Menu :-- Goal Seek , Scenario , AuditingData Menu :-- Sort , Filter , Advance Filter , Sub total , Forms , Validations , Table , Consolidate , Pivot table ,   Window , Help

Ms PowerPoint

- Introduction , Insert New Slide , Format Slide , Slide Show

D.T.P. (Page Maker , Photoshop , Corel Draw)

Pagemaker

- Adobe Pagemaker :-- Components of Pagemaker , ToolBox , Palettes , Working with textConstructing a Publication :-- Creating a new Page , Save publication , Preferences Edit Text :-- Edit Story , Master Pge , Measurement , Ruler & guideline , Pge numbersLayout menu :-- Sorting page , Deleting PgeText formatting :-- Type Menu , Control Palette , Expert Tracking , Indents And TebElement Menu :-- Fill , Fill and Stroke , Create a Frame , Arrange , Wrap textGroup Object , Image Control , Using PhotoShop Effect , Change the Shape Of Polygon/ RectangleUtilities Manu :-- Checking Spelling & Grammer , Change Case , Intex Entry

Coreldraw

- Introduction to corel draw , Toolbars , Components of Corel drawWhat is New in edit Menu :-- Introduction to corel draw , Duplicate , CloneView menu :-- Full screen Preview , Grid and ruler setupLayout Menu :-- Insert page , Delete page , Switching page Orientation , Page setupArrange menu :-- Introduction , Transformation , Order , Behind , Group , ShapingEffects Menu :-- Adjust , Transform , Artistic Media , Contour , ExtrudeBitmap Menu :-- convert to bitmap , Mode , 3d EffectArt Strokes :-- Charcol , Pastels , Pen & ink , Scrap oared , Sketchpad , Watercolor , Blur , Smooth , Color transform , HalftoneArt Stockes :-- Edge Detect , Find edgeCreative :-- Crafts , Glass black , Sample glassDistort :-- Blocks , swirlNoice :-- Add NoiceText menu :-- Edit text , Fit text to pathTools & windows

Photoshop

- Introduction to Photoshop , About wark area , Toolbox overviewFile menu :-- What is new in file Edit menu :-- What is s new in file , Transform & PattenImage menu :-- Mode , Rotate imageLayer menu :-- New layer , Layer styles , New fill layer , Add layer maskSelect menu :-- Inverse , Feather , Modify , GrowFilter menu :-- Extract , Artistic , Blur , Brush stroke , Distort , Pixel ate , Render , Sharpen , Sketch

INTERNET

- Introduction to HTML :-- Introduction to html , HTML element and tags , Evolution of HTML , Creating HTML document , Body element , Block formatting element , Heading element , Marquee element , Paragraph element , List element , Anchor element , Graphics element , Table element , Form element , Frame element Java Script :-- Introduction to java script , Event in java script , Script element , Functions in java script , variables , Operators , Comment Indicator , Conditional branching Statement , The switch Statement , Loops , Arrays , System defined function , Catching Errors , Cookies , Event handles , Object Hierarchy modelVB Script :-- Introduction to VB Script , Variables , Operators , Conditional branching statement ,Conversion functions , Predefined functions , String handling functions , Data type functions , Date FunctionDynamic HTML :-- DHTML features , Event , DHTML property , Example of

DHTML , Style Sheet , Cursor CSS properties , The inner HTML property , The Div element , Text Positioning , Multi media effectsMacromedia Dream viewer