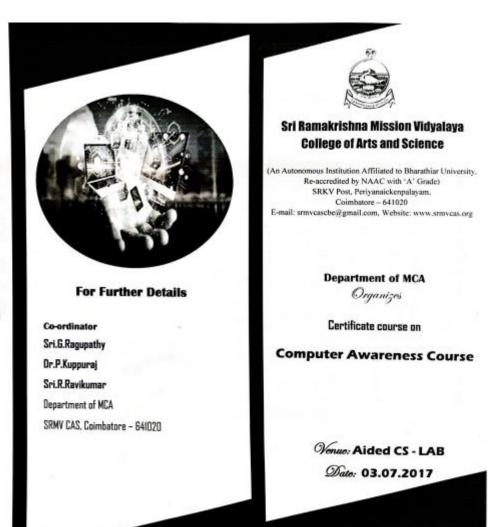
Computer Awareness Course 2017 - 2018

Invitation



Microsoft Windows Operating
System, Internet, Microsoft Office 2007
applications Word, Excel and PowerPoint.
Completion of the assignments will result in
MS Office applications knowledge and skills.
It provides foundational or "Computer
literacy" curriculum that prepares students
for life-long learning of computer concepts
and skills.

The 40-hour, includes activities using Windows, Internet and MS-Office Word, Excel and Power Point hands-on lab work, and a wide array of assessment types and Online Exam.



SRI RAMAKRISHNA MISSION VIDYALAYA COLLEGE OF ARTS AND SCIENCE Coimbatore - 641 020

Course Title: Computer Awareness Course

Hours / week: 5 Credits: 2

Year: I

Course Objectives:

- To understand about the basic computer skills and internet.
- To gain knowledge on documentation
- To attain knowledge on Spreadsheet
- To develop the presentation Skills.

Course Outcome:

On the successful completion of the course, students will be able to

CO No.	CO Statement
CO1.	Understanding the concepts of Basic Computer Skills, Internet
CO2.	Ability to perform documentation skills
CO3.	Acquiring knowledge in Spreadsheet and Presentation Skills

Unit I

Basic Computer Skills: Identifying Major Computer Components - How Computers Work -Turning on the computer and logging on - The keyboard and mouse - Operating systems and standard components of a PC system

Unit II

Internet:Definition of the internet - The evaluation of the internet - Internet addresse -Advantages and disadvantages of internet - Search Engine: Google Search - Creating Email ID.

Microsoft Word: Introduction - Getting familiar with Microsoft word for windows - Office button - Quick access toolbar - Title bar - Ribbon - Ruler - Text area - The vertical and horizontal scroll bars - Status bar - Understanding document views - Click - Understanding nonprinting characters - Type, Backspace and Delete - Bold, Italic and underline - Save a file and close word -More basic features - Copy paste - Create auto text - Use spell check - Find and replace - Changing the font and font size - Formatting paragraphs and working with styles - Changing line spacing -Indent and align paragraphs - Adding bullets and numbers, undo and redo, adding page numbers setting page layouts and printing documents.

Microsoft Excel: Entering text and numbers - Worksheets - The formula and status bar - Move around a worksheet - Entering excel formulas and formatting data - Merge and centre align -Alignment - Advanced calculations - Cut, copy, paste and cell addressing - Keyboard shortcuts -Move to a new worksheet - Creating excel functions, filling cells and printing - Page Layout, Creating Headers and footers - Creating Charts in excel.

Unit V

Microsoft PowerPoint:The PowerPoint window - Slides, Placeholders and Notes - Status bar. tabs, view buttons and more - Normal view, Slide sorter view, Slide show - Create a title slide -Create new slides - Apply a theme - Animations, Transitions, Spell check, Outline tab, Slides tab, Sorter view, and printing.

Text Book

Computer Awareness Programme, Microsoft Digital Literacy, Department of MCA, srmvcas.org

GORDONADO

ERI HAMARHISHNA MISSIUN VIUTA COIMBATORF - RAI ORD VIUTALA DEFECTOR