

Unit 1: Basic Concepts : Introduction to Computers, Classification and Generations of computers; Block Diagram of Computer, Hardware, Software, Firmware, Input devices, Memory and Storage Devices, Central Processing Unit, Output devices and Computer Ports, Software: System software and Application Software, Concept of Algorithm and Flowchart, Generations of Programming Languages.

Unit 2: Operating System

Concept of Operating System, Operating System : Open and Proprietary, Versions of Windows, Features of Windows Operating System, Windows Desktop, Booting, Shut Down and Standby options, Start Menu, Keyboard Shortcuts; Application Management using Control Panel, Installing and Uninstalling a software; System Tools; Disk Cleanup, Disk Fragmentation, Working with Windows Explorer; Basics of Linux

Unit 3: Software Packages Word Processing: Word processing concepts, Working with word document; Opening, Closing and saving options, Editing text, Find and replace text, Language checking and thesauruses, Formatting, spell check, Autocorrect, Autotext; Bullets and numbering, Paragraph Formatting, Indent, Page Formatting; Header and footer; Tables; Inserting and importing of tables, filling and formatting a table; Pictures and Video; Mail Merge; Printing documents; Keyboard Shortcuts

Spreadsheet: Spreadsheet concepts, Managing worksheets, Formatting of Worksheets and Cells, Entering data, Editing; Printing a worksheet; Organizing Charts and graphs; Formulas and Functions; Handling operators in formula; generally used Spreadsheet functions: Mathematical, Statistical, Financial, Logical, Date and Times; Keyboard Shortcuts

Presentation Software: Introduction and creation of the presentation, Use of Templates; Adding new slide, Navigating across slides; Use of Master Slide, slide show, Saving and Opening of presentation, Text formatting options, Copy, Move, Delete slides, Applying designs, Using Animations, Slide Transitions, Insert clip art, Insert sound/movies, Viewing the presentation; Taking printout of presentation/Handouts; Keyboard Shortcuts.

Unit 4: Working with Internet

Basics of Computer Network and Internet, Working with Internet, ISP, Web Browsers, World Wide Web (WWW), Uniform Resource Locator (URL) and Domain Names, Uses of Internet, Concept of Search Engines, IP Address, Applications of Internet, Chatting, Video-Conferencing, Email: Manage an E-mail Account, E-mail Address, configure E-mail Account, log to an E-mail, Sending and Receiving e-mails, sending files as attachments, Address Book; Uploading/ Downloading Files, Net Etiquettes, Social impact of ICT in Education, health care and Governance

Unit 5: Cyber Security Virus, Worms, Trojan and Anti-Virus software, Spyware, Malware, Spams, Data Backup and Recovery Tools, Indian IT ACT, Types of Cyber Crime; firewall, Cookies, Hackers and Crackers, Cyber Security Techniques; Authentication, Encryption, Digital Signatures, Anti-Virus, Firewall, Steganography.