

Advance Your Career
Become Job ready
in 3-5 months

Basic Computer Course



What is Basic Computer Course?

Computer applications courses are offered at all levels and can be part of many types of academic programs.

What They Do?

The study includes Basic Computer Operations and uses. Also Internet and email, computers, word processing, graphics and multimedia, and spreadsheets.

Why Basic Computer Course?

Courses prepare students for a variety of jobs, including basic jobs such as data entry, graphics designer and Web designer.



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Yasham Academy, 2nd Floor, Shanti Krupa, Near S.S.Kharote Jewellers,
Gandhi Chowk, Akola.

Helpline: 8182838888

@yasham.academy



www.yasham.academy

info@yashams.com

Basic Computer Course – Career Track

Introduction to Computer

- Introduction
- Objectives
- What is Computers?
- History of Computers
- Characteristics of Computer System
- Basic Applications of Computer
- Components of Computer System
- Central Processing Unit
- Keyboard, mouse and VDU
- Other Input Devices
- Other Output devices
- Computer Memory
- Concept of Hardware and Software
- Hardware
- Software
- Application Software
- Systems Software

Introduction to GUI Based Operating System

- Introduction
- Objectives
- Basics of Operating System
- Operating system
- Basics of popular operating system (LINUX, WINDOWS)
- The User Interface
- Task Bar
- Icons
- Start Menu
- Running an Application
- Operating System Simple Setting
- Changing System Date And Time
- Changing Display Properties



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Elements of Word Processing

- Word Processing Basics
- Opening Word Processing Package
- Menu Bar, Using The Help
- Opening and Closing Documents
- Opening Documents
- Save and Save as
- Page Setup, Print Preview, Printing of Documents
- Text Creation and manipulation, Document Creation
- Editing Text, Text Selection, Cut, Copy and Paste
- Font and Size selection
- Alignment of Text, Formatting the Text
- Paragraph Indenting, Bullets and Numbering
- Changing case, Table Manipulation
- Draw Table, Changing cell width and height
- Alignment of Text in cell
- Delete / Insertion of row and column. Border and shading

Spreadsheets

- Elements of Electronic Spread Sheet
- Opening of Spread Sheet
- Addressing of Cells
- Printing of Spread Sheet
- Saving Workbooks
- Manipulation of Cells
- Entering Text, Numbers and Dates
- Creating Text, Numbers and Date Series
- Editing Worksheet Data
- Inserting and Deleting Rows, Column
- Changing Cell Height and Width
- Function and Charts
- Using Formulas
- Function
- Charts



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Introduction to Internet, WWW and web browsers

- Concept of Internet
- Basics of Internet Architecture
- Services on Internet
- World Wide Web and Websites
- Communication on Internet
- Internet Services
- Preparing Computer for Internet Access
- ISPs and examples(Broadband/Dialup/WiFi)
- Internet Access Techniques
- Web Browsing Software
- Popular Web Browsing Software
- Configuring Web Browser
- Search Engines
- Popular Search Engines / Search for content
- Accessing Web Browser
- Using Favorites Folder
- Downloading Web Pages, Printing Web Pages

Communication and Collaboration

- Basics of E-mail
- What is an Electronic Mail
- Email Addressing
- Configuring Email Client
- Using E-mails
- Opening Email Client
- Mailbox: Inbox and Outbox
- Creating and Sending a new E-mail
- Replying to an E-mail message
- Forwarding an E-mail message
- Sorting and Searching emails
- Advance email features
- Sending document by E-mail
- Activating Spell checking
- Using Address book
- Sending Softcopy as attachment
- Handling SPAM



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Application of presentations

- Preparation of Slides
- inserting Word Table or An Excel Worksheet
- Adding Clip Art Pictures
- Inserting Other Objects
- Resizing and Scaling an Object
- Providing Aesthetics
- Enhancing Text Presentation
- Working with Color and Line Style
- Adding Movie and Sound
- Adding Headers and Footers
- Presentation of Slides
- Viewing A Presentation
- Choosing a Set Up for Presentation
- Printing Slides And Handouts
- Slide Show
- Running a Slide Show
- Transition and Slide Timings

Check with our student counsellor for the next batch & enrol today



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