KASHTECH SOLUTIONS

Basic Computer Course

Address: Main Chowk Rajouri Kadal, Srinagar

Course Syllabus

Chapter-1 Introduction to Computer

- Introduction & Objectives.
- Computer and Latest IT gadgets
- Basics of Hardware and Software

Chapter-2 Introduction to Operating System

- Introduction & Objectives
- Operating System
- User Interface for Desktop and Laptop
- Operating System Simple Setting
- File and Folder Management
- Types of file Extensions

Chapter-3 WORD PROCESSING

- Introduction & Objectives
- Word Processing Basics
- Opening and Closing Documents
- Text Creation and manipulation
- Formatting the Text
- Table Manipulation
- Mail Merge
- Shortcut Keys

Course Syllabus

Chapter-4 SPREAD SHEET

- Introduction & Objectives.
- Elements of Spread Sheet
- Manipulation of Cells & Sheet
- Formulas, Functions and Charts

Chapter-5 Presentation

- Introduction & Objectives
- Creation of Presentation
- Manipulating Slides
- Presentation of Slides
- Providing Aesthetics to Slides & Printing

Chapter-6 INTRODUCTON TO NETWORK & INTERNET

- Introduction & Objectives
- Basic of Computer Networks
- Internet
- Web Browsers
- Exploring the Internet

Course Syllabus

Chapter-7 E-mail, Social Networking and eGovernance Services

- Introduction & Objectives.
- Structure of E-mail
- Using E-mails
- Social Networking & e-Commerce
- Overview of e-Governance Services
- Digital Locker

Chapter-8 Digital Financial Tools and Applications

- Introduction & Objectives
- Digital Financial Tools
- Internet Banking
- Online Bill Payment