

ZENUS INFOTECH INDIA PVT. LTD.
CURRICULUM OF Basic Computer

Course Duration: 8-12 Weeks*

MS WINDOWS XP - OPERATING SYSTEM

Start, Shutdown And Restart

Desktop, Icon, Task Bar, Start Menu, Recycle Bin, My Computer, My Documents

Minimizing, Maximizing, Resizing And Closing Windows

Files And Folders, Directory Tree, Drives

Coping / Moving Files Between Folders And Drives

Renaming, Deleting Files And Folders

Searching, Finding Files And Folders

Launching An Application And Closing An Application

Taskbar – Setting Up / Changing Date And Time

MS. PAINT PROCESSING SYSTEM

Opening Ms. Paint Processing

Title Bar: - Minimize, Maximize, Close

Open New File, Open Save File, Save As, Print, Property

HOME

Clipboard :- Cut, Copy And Paste

Image: - Selection Shape, Selection Option, Crop, Resize, Rotate

Tools :-Pencil, Eraser, Fill Color, Color Picker, Text Magnifier

Shapes :- Brushes, Shapes , Outline, Fill, Size, Colors

View

Zoo

Rule

Grid line

Status Bar,

Full Screen

Thumbnail

MS. WORD PROCESSING BASICS

Opening Word Processing Package

Title Bar , Menu Bar ,Work Sheet

Open New File , Open Save File , Save As ,Print, Prepare ,Send

Home

Clipboard :- Cut, Copy ,Paste And Format Painter

Font:- Font, Font Size, Bold, Italic, Underline, Strike through, Subscript , Change Case , Text Highlight, Font Color

Paragraph:- Align (Right, Left, Center, Justify), Decrease And Increase Indent, Line Spacing, Shading, Border, Short

Style & Editing:- Style, Find, Replace

Insert

Pages :- Cover Page, Blank Page, Page Break

Table:- Insert Table, Draw Table

Illustration :-Picture, Clip Art, Smart Art, Chart

Links :- Hyperlink, Bookmark, Cross- Reference

Header & Footer :- Header, Footer, Page Number

Text :- Text Box, Quick Parts, Wordart, Drop Cap, Signature Line, Date & Time, Object

Symbol :- Equation, Symbol

Page Layout

Themes :-Themes, Colors, Font, Effects

Page Setup :-Margins, Orientation, Size, Columns,

Page Background :- Watermark, Page Color, Page Borders

Arrange :- Position, Bring To Front, Send To Back, Text Wrapping, Align, Group, Rotate

References :-Table Of Content

Footnote :- Insert Footnote& Endnote

Citations & Bibliography :- Insert Citation, Bibliography

Captions :-Insert Caption

Index :- Mark Entry

Table Of Authorities :- Mark Citation

Create :- Envelopes, Labels

Start Mail Merge :- Start Mail Merge, Select Recipients

Write & Insert Fields :- Highlight Merge Fields, Address Block, Greeting Line, Insert Merge Field

Preview Results

Finish Merge :- Edit Individual Document, Print Document, Send E- Mail Messages

Review

Proofing :- Spelling & Grammar, Research, Thesaurus, Translate, Word Count

Comments :- New Comment, Delete

Tracking :- Track Changes, Balloons,

Changes :- Accept, Reject

Compare :-Compare, Show Source Document Protect

View

Document Views :- Print Layout, Full Screen Reading, Web Layout, Outline, Draft

Show/Hide :- Ruler, Gridline, Document Map, Thumbnails

Zoom :- Zoom, One Page, Two Page, Page Width

Window :- New Window, Arrange All, Split, Switch Window

Macros

MS. EXCEL

Creating A New Worksheet

Home

Alignment :- Wrap Text, MergeNumber

Styles :- Conditional Formatting, Format As Table, Cell Styles

Cells :- Insert, Delete, Format

Editing :- Autosum, Fill, Clear, Short Filter, Go To Special

Page Layout

Print Area , Print Titles, Sheet Option

Formula

Sum, Average, Count, Max, Min

Sheet :- Mark Sheet, Attendance Sheet, Sale &Purchase Sheet, Loss & Profit Sheet, Stock Inventory, Salary

Sheet, Hospital Sheet, Bank Sheet

Defined Name :-Defined Name, Use In Formula

Formula Auditing :- Trace Precedence & Dependence, Remove Arrow, Evaluate Formula, Watch Window

Calculation :- Calculation Options, Calculate Now & Sheet

Data

Get External Data :- From Access, From Web, From Text, From Other Sources, Exiting Connections

Connections :- Refresh All Connection Properties, Edit Links

Short & Filter :- Filter, Clear, Reapply, Advance Filter

Data Tool :- Text To Columns, Remove Duplicate, Data Validation, Consolidate, What-If Analysis

Outline :- Group, Ungroup, Subtotal, Show & Hide Details

Review

Changes :- Protect Sheet & Workbook, Share Workbook, Allow To Edit Range Track Changes

View

Workbook Views:- Normal, Page Layout, Page Break Preview, Custom View, Full Screen

Window :- New Window, Arrange All, Freeze Panes, Split, Hide & Unhide, View Side By Side, Synchronous Scrolling, Reset Window, Position, Save Work Space, Switch Window, Macros.

MS POWERPOINT

Creating A New Presentation

Home

Slides :- New Slide, Layout, Reset, Delete

Font :- Text Shadow, Character Spacing

Paragraph :- Text Direction, Align Text , Convert To Smart Art

Drawing :- Text Box, Arrange, Quick Styles, Shape Fill, Shape Outline, Shape Effects

Insert

Illustration :- Photo Album

Links :- Action

Text :- Date And Time, Slide Number

Media Clip :- Movie, Sound

Design

Themes :- Color, Fonts, Effects

Background :- Background Style, Hide Back Ground Graphics

Animations

Animation, Custom Animation

Transition To This Slide :- Transition Sound, Transition Speed, Advance Slide

Show Slide

Start Slide Show :- From Beginning, From Current Slide, Custom Slide Show

Setup :- Setup Slide Show, Hide Slide, Record Narration, Rehearse Timings,

Monitors :- Resolution, Show Presentation

View

Normal, Slide Sorter, Note Page, Slide Show, Slide Master, Handout Master, Notes Master, Color / Grayscale :- Color, Grayscale, Pour Black And White

Macros

Social Sites Account Creation

Create Gmail Account and Manage

Facebook account creation and manage

Twitter account creation and manage

Linkedin account creation and manage

Youtube account creation and manage