



## CCC (Course on Computer Concepts)

- Introduction to Computer
  - ◆ Computer and Latest IT gadgets
  - ◆ Evolution of Computers & its applications
  - ◆ IT gadgets and their applications
  - ◆ Basics of Hardware and Software
  - ◆ Central Processing Unit
  - ◆ Input devices
  - ◆ Output devices
  - ◆ Computer Memory & storage
  - ◆ Application Software
  - ◆ Systems Software
  - ◆ Utility Software
  - ◆ Open source and Proprietary Software
  - ◆ Mobile Apps
- Introduction to Operating System
  - ◆ Operating System
  - ◆ Basics of Operating System
  - ◆ Operating Systems for Desktop and Laptop
  - ◆ Operating Systems for Mobile Phone and Tablets
  - ◆ User Interface for Desktop and Laptop
  - ◆ Task Bar
  - ◆ Icons & shortcuts, running an application
  - ◆ Operating System simple setting
  - ◆ Using mouse and changing its properties
  - ◆ Changing system date and time
  - ◆ Changing display properties
  - ◆ To add or remove Program and its features
  - ◆ Adding, removing & sharing Printers
  - ◆ File and Folder management
  - ◆ Types of file extensions
- Word Processing
  - ◆ Word Processing Basics
  - ◆ Opening Word Processing Package
  - ◆ Title Bar, Menu Bar
  - ◆ Toolbars & Sidebar
  - ◆ Creating a New Document

- ◆ Opening and Closing Documents
- ◆ Opening Documents
- ◆ Save and Save As
- ◆ Closing Document
- ◆ Using The Help
- ◆ Page Setup, Page Layout Borders
- ◆ Watermark
- ◆ Print Preview
- ◆ Printing of Documents
- ◆ PDF file and Saving a Document as PDF file
- ◆ Text Creation and manipulation
- ◆ Document Creation
- ◆ Editing Text
- ◆ Text Selection
- ◆ Cut, Copy and Paste
- ◆ Font, Color, Style and Size selection,
- ◆ Alignment of Text
- ◆ Undo & Redo
- ◆ AutoCorrect
- ◆ Spelling & Grammar
- ◆ Find and Replace
- ◆ Formatting the Text
- ◆ Creating and using user defined Styles
- ◆ Paragraph Indentation
- ◆ Bullets and Numbering
- ◆ Change case
- ◆ Header & Footer
- ◆ Table Manipulation
- ◆ Insert & Draw Table
- ◆ Changing cell width and height
- ◆ Alignment of Text in cell
- ◆ Delete / Insertion of Row
- ◆ Column and Merging & Splitting of Cells
- ◆ Border and Shading
- ◆ Mail Merge
- ◆ Table of Contents, Indexes
- ◆ Adding Comments, Tracking changes
- ◆ Macros
- Spreadsheet
  - ◆ Elements of Spread Sheet
  - ◆ Creating of Spread Sheet
  - ◆ Concept of Cell Address [Row and Column] and selecting a Cell
  - ◆ Entering Data [text number date] in Cells
  - ◆ Page Setup
  - ◆ Printing of Sheet
  - ◆ Saving Spreadsheet Opening and Closing

- ◆ Manipulation of Cells & Sheet Modifying / Editing Cell Content
- ◆ Formatting Cell (Font Alignment Style )
- ◆ Cut, Copy, Paste & Paste Special Changing
- ◆ Cell Height and Width
- ◆ Inserting and Deleting Rows Column
- ◆ AutoFill
- ◆ Sorting & Filtering Freezing panes
- ◆ Formulas Functions and Charts
- ◆ Using Formulas for Numbers (Addition, Subtraction Multiplication & Division)
- ◆ AutoSum Functions (Sum, Count, MAX, MIN, AVERAGE)
- ◆ Sort,
- ◆ Filter, Advanced Filter
- ◆ Database Functions ( DSUM, DMIN, DMAX, DCOUNT DCOUNTA)
- ◆ What-if Analysis
- ◆ Pivot table Charts (Bar, Column, Pie Line)
- ◆ Data Validation
- Presentation
  - ◆ Creation of Presentation
  - ◆ Using a Template Creating a Blank Presentation
  - ◆ Inserting & Editing Text on Slides Inserting and Deleting Slides in a Presentation
  - ◆ Saving a Presentation
  - ◆ Manipulating Slides
  - ◆ Inserting Table
  - ◆ Adding Pictures
  - ◆ Inserting Other Objects
  - ◆ Resizing and Scaling an
  - ◆ Object Creating & using Master Slide
  - ◆ Presentation of Slides
  - ◆ Choosing a Set Up for Presentation Running a SlideShow Transition and Slide Timings
  - ◆ Automating a Slide Show
  - ◆ Providing Aesthetics to Slides & Printing
  - ◆ Enhancing Text Presentation
  - ◆ Working with Color and Line Style
  - ◆ Adding Movie and Sound
  - ◆ Adding Headers Footers and Notes
  - ◆ Printing Slides and Handouts
- Introduction to Internet and WWW
  - ◆ Basic of Computer Networks
  - ◆ Local Area Network (LAN)
  - ◆ Wide Area Network (WAN)
  - ◆ Network Topology
  - ◆ Internet
  - ◆ Concept of Internet & WWW
  - ◆ Applications of Internet
  - ◆ Website Address and URL
  - ◆ Introduction to IP Address

- ◆ ISP and Role of ISP
- ◆ Internet Protocol
- ◆ Modes of Connecting Internet (HotSpot, Wifi, LAN Cable, BroadBand, USB Tethering)
- ◆ Identifying and uses of IP/MAC/IMEI of various devices
- ◆ Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.)
- ◆ Exploring the Internet
- ◆ Surfing the web
- ◆ Popular Search Engines
- ◆ Searching on Internet
- ◆ Downloading Web Pages
- ◆ Printing Web Pages
- ◆ Netiquettes, Overview of e-Governance
- ◆ Services like Railway Reservation
- ◆ Passport,eHospital [ORS]
- ◆ Accessing e-Governance Services on Mobile Using “UMANG APP”, Digital Locker
- Digital Financial Tools and Applications
  - ◆ Digital Financial Tools
  - ◆ Understanding OTP [One Time Password]and QR [Quick Response] Code
  - ◆ UPI [Unified Payment Interface]
  - ◆ AEPS [Aadhaar Enabled Payment System]
  - ◆ USSD[Unstructured Supplementary Service Data]
  - ◆ Card [Credit / Debit]
  - ◆ eWallet
  - ◆ PoS [Point of Sale]
  - ◆ Internet Banking
  - ◆ National Electronic Fund Transfer (NEFT)
  - ◆ Real Time Gross Settlement (RTGS)
  - ◆ Immediate Payment Service (IMPS)
  - ◆ Online Bill PaymentOverview of Futureskills and Cyber Security
- Introduction to Internet of Things (IoT)
  - ◆ Big Data Analytics
  - ◆ Cloud Computing
  - ◆ Virtual Reality
  - ◆ Artificial Intelligence
  - ◆ Social & Mobile
  - ◆ Blockchain Technology
  - ◆ 3D Printing/ Additive Manufacturing
  - ◆ Robotics Process Automation
  - ◆ Cyber Security
  - ◆ Need of Cyber Security
  - ◆ Securing PC
  - ◆ Securing Smart Phone