COMPUTER OFFICE AUTOMATION AND INTERNET COURSE

DURATION: - 8 WEEKS

Computer Fundamental
Generation of Computer, Block diagram & Essential Features of Computer.
Hardware:-
Input Device
Keyboard, mouse operation & installation.
Output Device:-
Monitor, printer dot matrix, ink-jet, laser operation installation & basic trouble shooting.
Memory:-
Type of memory, floppy disk, hard disk, type of RAM, ROM, use of memory devices like flash drive , CD, burning of CD
Peripheral devices:-
Scanner, LCD Projector, setting up & operation.
Software-
MS- DOS :-
DOS prompt, booting process type of DOS command.
Windows
MS-Office:-
MS-word, excel, power point.
Typing :-
Hindi and English.
INTERNET AND INTRODUCTION
Required equipments, Internet Sites, How start & disconnect Internet, Internet and pass ward, Precautions etc., Configuration of internet using TCP/IP setting.
Static & dynamic IP addressing.
Server, DNS, switch, hub, search engine.
Importance of NCRB & SCRB
INTRODUCTION OF E-MAIL
E-mail and program, Inbox, Outbox, sent items, delete items, To, CC, BCC, Subject, Body, File attachment.
Opening of e-mail Account, Operating procedure etc.
Use of OUTLOOK EXPRESS.

Practical :- COMPUTER OFFICE AUTOMATION AND INTERNET COURSE

1) Create file, delete file, make directory, change directory, editing, formatting, printing of documents, spreadsheets, presentation.
2) Computer typing.
3) Outlook Express

APPROVED BY DGP MP

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