



GOVERNMENT COLLEGE BARAN (RAJASTHAN)

VALUE ADDED COURSE

COURSE CODE-GCB/VAC/ CPP

CONTACT HOURS- 30

COMPUTER PROFICIENCY

COURSE OBJECTIVES: Participants can use basic terms related to computer and its processing. They become efficient in working on basic document such as - Open, save, save as, and format. They can create a Microsoft word document and able to write a letter/ essay. They can perform basic formatting and editing on a word document, create tables and charts. Create MS PPT.

COURSE OUTCOME: Learners can set up logical storage locations on hard drive so that information can be saved and retrieved. They can create a word document, an excel sheet, and navigate their way around the basic computer applications, create a professional email and put signature into it. They learn the function and usage of emails. They can create and present a basic PowerPoint presentation complete with headings, bullet points and pictures, etc.

EVALUATION- Class room presentation/ Assignment.

CREDIT – 0

DISCIPLINE- OPEN TO ALL

COURSE CONTENT

MODULE I: Managing PC and MS Outlook

A basic overview of how the storage folders work on computer's hard drive, create logical storage folders and how to search for files using Windows Explorer. MS Outlook- Storage Folders, Creating New Folders, view Options, archiving, creating a Professional Email Image: Create an email signature, Learn to access and update your signature as per professional requirement.

MODULE II: Navigating Word

Creating a word document (from a template), Building the document Inserting a picture, Inserting a table, Edit a table Copy & paste text, highlight within document, format page (margins, layout, background, watermark etc.) Printing the document.

MODULE III: Navigating Excel

Navigating around an Excel workbook, creating a workbook, Using Quick Fill Auto Sum Basic Formula's General Formatting Sorting Data Filters Creating a chart Print Set Up Printing the document Sending a workbook through email.

MODULE IV: PowerPoint Presentation

Participants will learn important tools, navigating the applications, Customization, Creating slides (including a slide master), creating duplicate slides, hide slides, Creating bullet points, Inserting graphics, Inserting spread sheets, Edit options, Using layout to organize content Animation, Delivering the presentation – Running slide show Presentation View., email the ppt.

MODULE IV: Scheduling Online Event

Participants learn to set up Zoom, Google Meet, Microsoft Teams, Cisco Webex, learn to function as host, share presentations and manage participants. Basic knowledge of organizing online event, connecting audio/speaker, background change, create and share a link for future meetings.