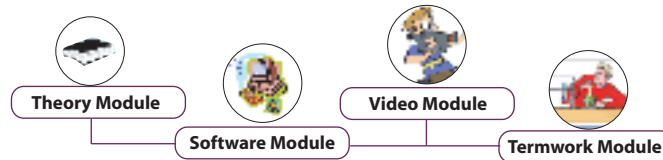


Computer Fundamentals



Introduces, Global e-Learning System in Education & Training in the form of Learning Resources with Computer Aided Instructions



System Requirement:- IBM-PC Compatible Min P-III with Window-OS, 128 MB RAM/Multimedia Kit

List of Topics

Windows 98 / 2000 / XP

- Using the Mouse
- Basics (Screen, Menu, Dialog Boxes, Help)
- Working with Windows
- Program Manager
- Working with Program Groups
- Running Multiple Applications
- File Manager
- Working with Directories/Files
- Control Panel
- Customizing the Desktop/Color Scheme
- Configuring the Mouse
- Cutting/Pasting between Applications
- Microsoft Mail
- The Scheduler
- Networking Printers & Directories



Internet Basics

- Introduction
- Internet Activity (Servers, Clients)
- Internet Equipment
- Internet Issues (Safety, Privacy, Security)
- Internet Access



MS Office

MS Word

- Word Basics (Screen, Menus, Dialog Boxes)
- Accessing Help
- Viewing Options
- Saving Documents
- Spell Checking
- Previewing / Printing
- Closing / Opening / Creating
- Editing (Insert / Deleting / Undeleting)
- Using Attributes / Fonts / Point Sizes
- Margins / Justification
- Moving / Copying
- Printing Envelopes
- Using Templates

MS Excel

- Excel Spreadsheet Basics
- Entering/Editing/Deleting Data
- Using the Mouse
- Adjusting Columns Widths
- Entering Formulas
- Using Built-In Functions
- Using the Fill option
- Aligning/Formatting Data
- AutoFormat
- Inserting/Deleting Rows/Columns
- Margins/Headers/Footers
- Printing the Worksheet

MS Powerpoint

- PowerPoint Basics
- Changing Views
- Using the Slide Editor
- Working with Objects
- Adding Text
- Editing the Presentation
- Creating a New Presentation
- Adding/Deleting Slides
- Drawing Objects & Shapes
- Working with ClipArt
- Running a Slide Show
- Switching between Multiple Applications
- Cutting, Copying & Pasting between Applications

Branch offices