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INFORMATIVE TRAINING COMPUTER CENTRE
OPP- Maa Laxmi Plaza, Sahu complex
1st Floor, No-03, Harmu
Sahjanand Chowk, Ranchi-02
Jharkhand

Tel.No.9431326614

Software Devlopment
AND
Training Centre

SYLLABUS OF DCA

Introduction to Computer and IT

Brief history of development of Computers. Computer System Concept , Computer System Characteristics, Capabilities and Limitations, Types of Computer-Analog, Digital, Hybrid, General, Special Purpose, Micro, Mini, Super. Generations of Computers. Types of PCL, Computer Organization and working, basic components of a
computer System Control Unit, ALU, Input / Output Functions and characteristic, Memory-RAM, ROM, EPROM, PROM and other types of Memory.

Input Devices

Keyboard, Mouse, Trackball, Joystick, Digitalizing tablet, Scanners, Digital Camera, MICR, OCR, OMR, Bar-Code Reader, Voice Recognition, Light Pen, Touch Screen.

Output Devices Monitors –

Characteristics and types of Monitors – Digital, Analog, Size, Resolution, Refresh Rate, Interlaced/Non-Interlaced, Dot Pitch, Video tandard - VGA, SVGA, XGA etc. Printers – Daisy Wheel, Dot Matrix, Inkjet, Laser, Line Printer, Plotter, Sound Card and Speakers.

Storage Devices

Storage Fundamentals – Primary Vs Secondary

Data Storage and Retrieval methods – Sequential, Direct and Index-Sequential. Various Storage Devices – Magnetic Tape, Magnetic Disks, Cartridge tape, data drives, hard disk drives, Floppy disk, Optical disk – CD, VCD, CR-R, CD – ROM.

MS-Word: -

Introduction to Word Processing, Introduction to MS-Word: Features, Creating,Saving, and opening document in word, Toolbars, Rulers, Menus, keyboardshortcuts. Editing a Document- Moving, scrolling in a document, opening multidocument windows, editing text – selecting, inserting, coping, deleting, moving textetc. Previewing documents, Printing documents. Formatting Documents:Paragraph formats, aligning text and paragraph, Borders & Shading, header &Footer, Auto formatting, Auto correct, Bullets, numbering, Templets & wizards.

Advanced Features of MS-Word.

Spell check, Thesaurus, find & Replace, Inserting – page Numbers, pictures, files,Auto text, Symbols etc. Creation & working with tables, Document protection,Adding Graphics, mail merge, envelops & mailing labels. Macros etc.

MS-Excel

Worksheet basics, Creating worksheet, entering data into worksheet, heading info.,Data, text, dates, alphanumeric values, saving & quitting from worksheet. Opening& Moving around in an existing worksheet. Toolbars and Menus, keyboard shortcuts. Working with Single and multiple workbooks – coping, renaming,moving, adding, and deleting, coping entries and moving between workbooks.

Working with formulas & cell referencing - Auto sum - Coping Formulas - Absolute& Relative addressing. Working with ranges – Creating, editing and selectingranges. Formatting of Worksheet – Auto Format, Changing – lignment, CharacterStyles, Column width, date format, borders & colors, currency sign. Graphics andCharts – Using wizards, various chart type, Formatting grid lines & legendsPreviewing & printing worksheet – page setting, print tittles, adjustment Margins,page break, headers and footers.Functions – Date & Time, Math's for Trigonometry, Statistical, Text and Logicalfunctions, Database. Creating and using Macros. Database – Creation, Sorting,query & filtering a database. Multiple Worksheets – Concepts, Creating & using.

MS-PowerPoint: -

Creating a New Presentation, Working with Presentation, using wizards, Slides & its different views, Inserting, Deleting and copying of slides, Working with Notes, Handouts, Adding Graphics, Working with PowerPoint objects, Designing & presentation of a slide show, printing Presentations, Notes, Handouts with print options.

CERTIFICATION

Certificates will be provided to each successful participant at the end of the training.

In case of any clarification please feel free to get in touch with us.

Thanks and Regards

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*Conditions Apply