

Fundamentals of Computer

Duration: 30 Hours

Prerequisites

- Passion to learn Computer skills, requires no prior knowledge of computer.

Course Contents

1. Fundamentals of Computer

- Basic Parts of a Desktop Computer
- Input Devices
- Output Devices
- Central Processing Unit
- Components of CPU
- Memory Device and its Types
- Types of Computers

2. Understanding Applications

- What is an Application
- Types of Desktop Application
- MS- DOS
- MS –Paint
- Web-Browser
- Word Processor
- Media Player
- Calculator

3. Using Windows Explorer & File Structure

- File, Folder and File Structure
- Understanding Cut, Copy & Paste
- Windows Default File and Folder Structure

4. Understanding Operating Systems

- What is an Operating System
- The Operating System's Job
- Types of Operating Systems

5. MS-Office Application Software

- MS –Word
- MS- Excel
- MS- PowerPoint

6. Internet & E-mail

- Email & its Functions
- Search Engine
- Social Networking Sites

7. Virus

- What is Computer Virus
- Antivirus Utilities

8. Printers

- Using Printers
 - Types of Printers
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