

# 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
-