CVEOM 102
Office Automation and Internet Skill

BLOCK- 01

Unit 1

Introduction to Information Technology- I [Generating Information, Accessing Information, Surveillance, Changing the way we communicate, what is Information Technology (IT), Impact of Information and Communication Technology (ICT) on Society, Threats to Information Systems, Education and Technology, Business and Technology, Social Interactions and Relationships, Man-Machine Connection]

Unit 2

Introduction to Information Technology- II [First Generation Computer, Second Generation Computer, Third Generation Computer, Fourth Generation Computer, Fifth Computer Generation Computer, Sixth Generation, Computers and Video Games, Types of Computer Systems, Computer Hardware and Peripherals, Process and Storage Devices, Mother Board, Expansion Cards, Storage Devices, Memory, Units of Storage, Secondary Storage Devices]

Unit 3

Introduction to Information Technology- III [General Purpose Computer System, Embedded Computer Systems, The Control Unit (CU), Arithmetic and Logic Unit (ALU), Processing Data, Read Only Memory (ROM), Function of the Machine Cycle]

Unit 4

Operating System and Software [Operating Systems, Utility Programs and Language Translators, Types of Operating Systems, Functions of an Operating System, Managing computer resources, managing files and memory, maintaining security, Managing tasks, User Interface, Utility Programs, Application Software, Proprietary Versus Open-Source Software]

BLOCK- 02

Unit 5

File System [Memory, Disks, Optical disk, Flash memory, SSD (Solid State disks), Files and folders, Sorting files, File extension, Windows Explorer, File properties, Concepts and Settings, Networks and the Internet, FTP, Using Filezilla, E-mail, Chat-rooms, and IM (Instant Messaging)]

Unit 6

Starting up MS Word [Overview of MS Word, Options for viewing a document in Word, writing right away– some important buttons and guidelines, saving documents, using files and folders, Save and Save As, Closing a document]

Unit 7

Comfortable navigation: moving around in MS Word [Moving with the mouse, Using the cursor keys, jumping to a particular page, Setting the zoom factor, viewing a document with Print Preview, selecting text, Deleting and adding text, Using the clipboard, Some keyboard shortcuts]

Unit 8

Character formatting in MS Word [Changing the font and font size, Bold, italic, and underline, Paragraph formatting, Borders and shading, working with indents, working with line spacing, Using tabs]

BLOCK- 03

Unit 9

Arranging text with tables [Creating a table, adding text to table, Adding and Deleting rows and columns, Adding ClipArt to documents, Text flow around graphics]

Unit 10

Controlling Page Layout [Adding page numbers, adding a header and footer, setting page orientation, setting page margins, inserting a manual page break, deleting a page break, Spelling and grammar checking, Proofing while you type, Printing a document, Word tips and tricks, Text effects with WordArt]

Unit 11

Getting started with MS Excel [What is Excel? The Excel 2007 window, navigating within a worksheet, selecting cells, rows or columns, entering data, Overview of data types, Deleting and Moving data, Using Autofill, Saving a workbook]

Unit 12

Editing data in MS Excel [Editing cell contents, Inserting or deleting cells, rows columns, and worksheet, Moving or copying a worksheet, Formatting data, Cell formatting, Hiding rows and columns]

BLOCK- 04

Unit 13

Functions in MS Excel [Basic functions, Printing, print preview, printing a worksheet, Charts, Inserting graphics in a worksheet, Data manipulation, Sort, Filter, Subtotals]

Unit 14

Getting Started with MS PowerPoint- I [The Basics: Creating and Editing a Presentation, The PowerPoint Window, create a New Presentation, adding a new slide, Entering Text on a Slide, Adding Clip Art to a Slide, Editing Slide Text, Formatting Text Slides, Apply Character Formats, Line Spacing, Indents]

Unit 15

Getting Started with MS PowerPoint- II [Spell Check a Presentation, AutoCorrect, View the Slide Show, Arrange Slides in a Presentation, Slide Sorter View, Adding Transitions to a Slide Show, Animating Text, Printing Slides, Speaker Notes, and Handouts, Print Options, creating a Custom Design Template, Inserting Graphics, Adding Footers, Modify the Slide Master Font, Some Tips for Effective Slide Shows, Glossary]

Unit 16

Basics of Computer Networks [Communications, Collaboration and Sharing, Transaction Processing, Information Retrieval, Electronic Mail and Electronic Messaging, Efficient and Effective Communication, Connecting Computers, Communication System Components, Network Topologies, Local Area Network (LAN), Peer-to-Peer Networks, Client-Server Networks, Metropolitan Area Network (MAN), Wide Area Network (WAN), Internet Services and Benefits, Connecting to the Internet, Dial-Up Internet Connection, Other Internet Connections, Web Browsers, Search Engines, World Wide Web- Basic Terminology]

BLOCK- 05

Unit 17

Basics of Internet and World Wide Web [Evolution of Internet, The World Wide Web, Using the Internet, Setting Set Up to Use the Internet, Different Internet Connections, Selecting an ISP, Searching the Internet, Beyond Browsing and E-mail, Instant Messaging and Text Messaging, Online Shopping: Amazon and More, Online Banking, social media, Blogs, Wikis, and Other Types of Online Writing, Online Gaming, Video Chatting]

Unit 18

Computer Security Threat and Safety Tips [Unauthorized Access and Control Systems, Computer Sabotage, Security Software, Online Theft and Fraud, Protecting Against Online Theft and Fraud, Personal Safety, Protecting Against Cyberbullying, Cyberstalking, and Other Personal Safety Concerns, Safety Tips for Adults, Safety Tips for Children and Teens, Using Your Computer in A Safe Way]

Unit 19

Introduction to System Development Life Cycle (SDLC) [System Development Approaches, Traditional Approach, Iterative Approach, The End- User Development Approach]

Unit 20

Intellectual Property Rights and Ethics [Intellectual Property Rights (IPR), Ethics, History of Computer Ethics, Computers and Your Health, Emotional Health, Internet Addiction, Cyberbullying]