

Course: **C.C.C.A. (Certificate Course in Computer Application)**

Course Duration: **6 Months**

No. of Total Classes : **35 Classes**

Hours Per Week: **3 hours**

Computer Fundamentals and Windows

Class 1:

Introduction to Computer

1. Computer an amazing machine
2. Overview of a computer System
 - ❖ Hardware
 - ❖ Software
 - ❖ Peripherals
3. Classification of Computer
4. Computer Environment
 - ❖ Single user
 - ❖ Multi user
 - ❖ Network Environment
 - Classification of Networks
 - Advantages of Networking

Class 2:

1. Common used terms (Full Forms)
2. Working with Computer
 - ❖ How to start Computer
 - ❖ Familiarization with Keyboard
 - ❖ Familiarization with mouse
3. Windows
 - ❖ Folder creation
 - ❖ File creation
 - ❖ Difference between File and Folder
 - ❖ Desktop Appearance setting

Class 3:

(Two classes are required to complete this Section but we use one more class for revision and doubts)

Microsoft Word 2007

Class 4:

Introduction to Word 2007

1. Opening a saved Word document
2. The Word 2007 Window
3. Entering text in a document
4. Previewing a document
5. Saving a document
6. Printing a document

Class 5:

Editing a Document

1. Insert and delete text in a document
2. Select text
3. Undo and redo commands
4. Use drag and drop to move text
5. Copy, cut and paste
6. Use the clipboard
7. Clear formatting

Class 6:

Formatting Document

1. Format and align text
2. Line and paragraph spacing
3. Add bulleted and numbered lists
4. Add borders and shading

Class 7:

Using Editing and Proofing Tools

1. Document views
2. Spell and grammar check
3. Find and replace text
4. Use the Research Task pane

Class 8:

Changing the Layout of a Document

1. Adjust page margins
2. Change page orientation
3. Create headers and footers.
4. Set and change indentations
5. Insert and clear tabs

Class 9 & 10:

Inserting Elements to Word Documents

1. Insert and delete a page break
2. Insert page numbers
3. Insert the date and time
4. Insert special characters (symbols)
5. Insert Equation and working with Equation
6. Insert a picture from a file
7. Resize and reposition a picture
8. Using Words new picture tools
9. Insert Wordart, Shapes, Clipart
10. Hyperlink

Class 11 and 12:

Working with Tables Insert a table

1. Convert a table to text
2. Resize parts of a table
3. Align text in a table
4. Format a table
5. Insert and delete columns and rows
6. Borders and shading
7. Merge table cells
8. Working with Formulas
9. Mail Merge

Class 13:

Working with Columned Layouts & Section Breaks

1. Columns
2. Creating columns
3. Newsletter style columns
4. Formatting Add columns to remainder of a
5. Document Column widths
6. Adjust column spacing

Class 14 and 15:

(11 classes are required for this section but we use two more classes for revision and doubts)

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Microsoft Excel 2007

Class 16:

Introduction to MS Excel 2007

1. Cells, Rows, and Columns
2. Formulas
3. Sheet Tab
4. Entering Information in Worksheet

Class 17 & 18:

Worksheets and Workbooks

1. The Definition of Worksheets and Workbooks
2. Opening Worksheets and Workbooks
3. Labeling and Naming Worksheets
4. Adding and Deleting Worksheets
5. Deleting Worksheets
6. Hiding/ Unhiding Worksheets
7. Hiding Columns and Rows
8. Hiding Adjacent Columns
9. Hiding Separated Columns
10. Hiding Rows
11. Saving Workbooks
12. Saving an Existing File
13. Headers and Footers
14. Customize Headers and Footers
15. About Printing Worksheets and Workbooks
16. Set Margins for Headers and Footers
17. Select Print Area
18. Print a Range of Pages
19. Printing

Class 19:

Entering Information into MS Excel 2007

1. About Entering Information into Excel
2. Entering Data
3. Entering Labels and Values
4. Copy and paste Cells, Rows, and Columns
5. Inserting and Deleting Rows and Columns
6. To Insert a Column
7. To Insert a Row
8. To Insert Cells

Class 20:

Entering Information Part 2

1. Filling Cells with a Series of Data
2. Editing Cell Data
3. Find and Replace, Go To Cell Data
4. Go To
5. Locking Rows and Columns By Splitting Panes
6. Locking Rows and Columns by Freezing Panes

Class 21:

Formatting a Worksheet

1. Adding Borders and Colors to Cells
2. Changing Column Width
3. Changing Column Width Using The Mouse
4. Changing Row Height
5. Change a Row Height by Dragging the Mouse
6. Merge Cells
7. Applying Number Formats
8. Align Cell Contents
9. Conditional Formatting
10. Freeze and Unfreeze Rows and Columns

Class 22:

Adding Elements to a Workbook

1. Adding Images
2. Modifying Images
3. Removing A Background
4. Cropping an image
5. Rotating an image

Class 23:

Charts

1. Types of Charts
2. Chart Tools
3. Modifying and Moving a Chart
4. Organizational Charts
5. Changing an Organizational Chart
6. Other Changes to Charts

Class 24:

Formulas and Calculations

1. Definition and Explanation of Formulas and Calculations
2. Mathematical operators
3. Creating a Formula
4. The Role of Functions
5. References
6. Using Labels
7. Using Names
8. Name Manager
9. Absolute, Relative and Mixed Cell References

Class 25:

Excel Forms

1. Adding the Form Button to the Quick Access Toolbar
2. Using Data Forms
3. Entering Data Using a Data Form

Class 26:

Tables

1. Creating a Table
2. Inserting Rows and Columns into a Table
3. Adding Up Values
4. Entering Data into a Table
5. Sorting Data into a Table
6. Using Filters to Sort Tables
7. Using Table Border to Expand a Table
8. Data Validation

Class 27:

Developing a Workbook

1. Format Worksheet Tabs
2. Reposition Sheets
3. Inserting, Deleting, and Renaming Worksheets
4. Copy Worksheets
5. Printing a Workbook
6. Set Print Titles
7. Headers/Footers
8. Page Margins
9. Page Orientation
10. Page Breaks
11. Print a Range of Pages

Class 28 & 29 :

(12 classes are required for this Section but we use 2 more classes for revision and doubts)

Microsoft PowerPoint 2007

Class 30:

Intorduction to Powerpoint 2007

1. The PowerPoint interface
2. Getting started
3. Terminology and overview
4. Templates and Slide Masters
5. Principles of slide design

Class 31:

Basic slide editing

1. SmartArt
2. Drawing shapes and lines
3. Text boxes
4. Aligning objects
5. Tips and shortcuts

Class 32:

Communicating Analysis

1. Tables
2. Graphs & charts - How
3. Graphs & charts - When and why
4. Making a presentation flow
5. Slide-type toolkit

Class 33:

Making an impact

1. Incorporating images
2. Transitions and animation
3. Presenting your slides
4. What not to do

Class 34:

(4 classes are required for this Section but we use one more class for revision and doubts)

Class : 35

Internet & Email

1. How to use internet
2. Search Engine
3. Some useful Websites
4. Email account creation
5. How to send mail
6. How to attach file with a mail