Computer Proficiency Course

Computer proficiency is an essential component to survive in any field of profession. Teaching profession is also not an exception. The recent pandemic has proved the importance of computer knowledge for teaching. Realising the need the institute conducts a Computer Proficiency course for the B.Ed. students.

Objective

- To equip teacher trainees with the most basic technologies in the area of computer application in the process of teaching and learning.

Outline of Syllabus

1. MS-OFFICE 10 & XP

      a. MS-Word

      b. MS-Excel

      c. MS-PowerPoint

II. Internet & E-Mail

Detailed Syllabus

1. Word Processing Package (Theory 4 hrs Practical 5 hrs)

1.1 Creating - Saving -Opening Documents

1.2 Quiting Documents- Moving around a document

1.3 Arranging Windows - Spliting a window

1.4 Various ways to select text

1.5 Using the toolbars - Using the menu commands

1.6 Spell Checking - Introduction to auto correct

1.7 Printing documents

1.8 Editing text

1.9 Merging documents - Using Mail merge facility

1.10 Using Wizards and templates

1.11 Handling Graphics -Adding Borders and Shading

1.12 Creating Tables and Charts

2. Spread Sheet Package (Theory 4 hrs Practical 5 hrs)

2. 1 Entering information in a worksheet -Saving Worksheet -Quiting Worksheet

2.2 Moving around in a Worksheet -Selecting cells - Selecting data range

2.3 Using Toolbars - Using Menus

2.4 Editing data in a cell - Changing format - Inserting and deleting row/column- Renaming the sheets

2.5 Working with formulae - Autosum - Applying functions - Using the Function Wizard to create formulae

2.6 Printing Worksheets - Working with Graphs & Charts - Sort the database - Creating hyperlinks

3.Presentation Package (Theory 5 hrs Practical 8 hrs)

3.1 Opening Power Point - to create a Presentation - Inserting New slides

3.2 Insert Picture, Chart, text etc

3.3 View Show - Set up Show

3.4 Animation Schemes - Custom Animation

4. Internet & E -Mail (Theory 2 hrs Practical 2 hrs)

4.1 Evolution of WWW

4.2 Browsers & URL

4.3 Internet Explorer

4.4 Saving and printing of web pages

4.5 Introduction to E-Mail -Creating Email Address - Email Header - Body & Attachments

Course co-ordinator

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