

# Basic Computer Skills

## Certificate Course

Department of Mathematics

Duration: 30 hrs.

### Course Objectives:

The purpose of this course is to make the students proficiency in Document Creation and Formatting, Data Management and Analysis in MS Excel, visualization and presentation skills, Web Browsing and information management:

### Learning Outcome:

- Students will demonstrate the ability to efficiently use MS Word to create, edit, save, and print text documents. They will master font selection, character formatting (including bold, italic, underline), paragraph alignment, and the use of lists and styles to produce professionally formatted documents.
- Participants will gain the ability to enter, edit, and format data in Excel, utilize auto-fill lists, and apply simple formulas for data analysis. They will also learn to perform operations such as inserting/deleting rows or columns, merging cells, and employing data organization tools like sort, filter, and subtotal to analyze and interpret data efficiently.
- Students will develop the capacity to create compelling presentations using PowerPoint, including opening, creating, and printing slides. They will be proficient in adding custom animations, slide transitions, charts, graphs, and managing photo albums to effectively communicate information visually and engage audiences.
- Learners will acquire essential web browsing skills, including understanding browser basics, navigating website addresses and URLs, and implementing effective search strategies. They will also learn how to download content and manage data references securely and efficiently, facilitating research and data gathering activities.

### Course Content

<b>Unit- I</b>	<b>MS. Word:</b> Menu bar, Font & Paragraph Formatting, Creating, Editing, Saving & Print Preview, Printing Text Documents, Font, Color, style, size selection and paragraph formatting, Bold, Italic and Underline, Simple character formatting, Alignment of text, Inserting Table, Header & Footer, Smart Art, Page Breaks, Using List & Styles, Spelling & Grammar Check, Working with images, Mail Merge.
<b>Unit- II</b>	<b>MS. Excel:</b> Menu bar, Font & Paragraph Formatting, Entering and Editing Data, Inserting and Deleting Row or Column, Formatting Data, Auto fill Lists ( Default lists & Creating new lists), Simple formulas (SUM, AVERAGE, PRODUCT, COUNT, QUOTIENT, MAX, MIN, ABS, ROUND, PERCENTAGE etc.), Merge, Sort, Filter, Adv. Filter, Subtotal, Text to Columns, Charts (Working With Charts).
<b>Unit- III</b>	<b>Power Point:</b> Menu bar, Opening, viewing , Creating & Printing Slides, Adding Custom Animation, Using Slide Transitions Using Charts, Graphs & Photo Album.
<b>Unit-IV</b>	<b>Web browsing:</b> Browser Basics, Website address and URL, Downloading, Searching, Surfing and Storing Data References

### References:

1. Mike Miller, Computer Basics Absolute Beginner's Guide, Pearson Education (US).
2. Kumar Bittu, Mastering MS Office, V&S Publishers.
3. Kumar Bittu, Computer Basics, V&S Publishers.
4. G. Manjunath B.E., Computer Basics, Vasan Publications.