



### **UNIT 1: Computer Fundamentals**

1. Input Devices.
2. Output Devices.
3. Memory Devices.
4. Pointing Devices.
5. Hardware & Software.
6. Benefits of computer.

### **UNIT 2: Introduction to Internet**

1. Uses of internet.
2. Components of the internet.
3. Software requirements.
4. URL
5. Connecting to internet.

### **UNIT 3: MS Word (Practical application)**

1. Creating a new file in MS Word.
2. Saving a file, using GUI and shortcut key.
3. Changing fonts and applying different options related to fonts
  - a) Bold. Italic, underline, superscript, subscript, font size, color

4. Applying shapes to a document.
  5. Getting multiple pages in a document.
  6. Applying different color styles.
- e) Save

#### **UNIT 4: Computer Fundamentals contd...**

1. History of computers.
2. The development of electronic machines.
3. Generations of computer technology.
4. Different types of software.
5. Memory types.

#### **UNIT 5: Power Point (Practical application)**

1. Creating slide show using;
  - a) Template
  - b) Wizard
2. Inserting slide into existing presentation.
3. Inserting pictures in a slide show.
4. Formatting a slide
  - a) Giving background, font style and color
  - b) Using word art
5. Animating a slide show
6. Auto presentation of a slide show.

#### **UNIT 6: Uses of Computers.**

1. Scientific research

2. Business Applications
3. Payroll and personal records.
4. Office Automation.
5. Word Processing
6. Desktop Publishing.
7. Electronic office.
8. Stock control and sales.
9. Banking
10. Air travel
11. Rail/bus transportation.
12. Education.
13. Super markets
14. Libraries.

**PRACTICAL:**

1. Computer Fundamentals
2. Introduction to Internet
3. MS Word (Practical application)
5. Power Point (Practical application)
6. Uses of Computers.