

## Basic Computer Course Syllabus

(3 Months)

### Objective

To provide fundamental computer knowledge and practical skills required for day-to-day use in education, office, and personal life.

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### Module 1: Introduction to Computers

- Definition & Characteristics of a Computer
  - History & Generations of Computers
  - Types of Computers (Desktop, Laptop, Tablet)
  - Hardware vs. Software
  - Input, Output, Processing, Storage Devices
  - Understanding Computer Terminologies
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### Module 2: Operating System Basics

- Introduction to Operating Systems (Windows/Linux overview)
  - Booting Process & Desktop Environment
  - File & Folder Management
  - Creating, Copying, Moving, Deleting Files/Folders
  - Basic Settings: Date/Time, Keyboard, Mouse, Display
  - Using Control Panel & Settings
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### Module 3: Word Processing (MS Word / Writer)

- Introduction to Word Processing
  - Creating, Saving, Opening Documents
  - Formatting Text (Bold, Italic, Underline, Font, Size, Color)
  - Paragraph Formatting (Alignment, Line Spacing, Bullets & Numbering)
  - Page Setup, Margins, and Printing
  - Inserting Tables, Images, Shapes
  - Creating Letters, CV/Resume, and Reports
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### Module 4: Spreadsheet (MS Excel / Calc)

- Introduction to Spreadsheet
  - Creating, Saving, Opening Sheets
  - Rows, Columns, Cells (Data Entry & Editing)
  - Formatting Cells (Font, Borders, Colors)
  - Basic Formulas & Functions (SUM, AVERAGE, MAX, MIN)
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- Charts & Graphs
  - Practical Uses: Attendance Sheet, Marks Sheet, Salary Sheet
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### Module 5: Presentation (MS PowerPoint )

- Introduction to Presentations
  - Creating, Saving, Opening Slides
  - Slide Layouts & Design Themes
  - Inserting Text, Images, Charts, Tables
  - Slide Transitions & Animations
  - Preparing a Simple Presentation
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### Module 6: Internet & Email

- What is the Internet & How it Works
  - Web Browsers (Chrome, Edge, Firefox)
  - Searching Information (Google Search Techniques)
  - Creating & Using Email (Gmail/Outlook)
  - Sending, Receiving, Attaching Files
  - Social Media Awareness & Online Safety
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### Module 7: Computer Security & Maintenance

- Basics of Computer Viruses & Antivirus
  - Safe Internet Practices
  - Data Backup & Recovery Basics
  - Disk Cleanup & File Organization
  - Introduction to Cloud Storage (Google Drive, OneDrive)
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### Module 8: Typing & Practical Skills

- Typing Practice (English/Nepali as needed)
  - Keyboard Shortcuts (Windows + Office)
  - Real-life Projects:
    - Writing a Letter
    - Preparing an Excel Report
    - Creating a Presentation
    - Email with Attachments
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### Final Project & Assessment

- Students prepare a mini-project (Letter + Excel Sheet + Presentation + Email)
- Oral & Practical Test