

COMPUTER BASIC

Fundamentals of Computer:

1. Introduction
2. Input / Output & Processing (CPU)
3. Memory Device
4. Types of computers
5. Characteristics of Computer
6. History & Generation
7. Applications of Computer

Windows 8/10/11 Overview:

1. Some Basic Terminology & Typing Skills
2. Desktop Settings & Control Panel
3. Ms. DOS
4. Ms. Paint
5. WordPad
6. Accessories & Multimedia

Virus:

1. General Introduction & Antivirus Utilities

Application Software:

1. Microsoft Word
2. Microsoft PowerPoint
3. Microsoft Excel

Practically Performed activities

Windows Upgrade

Burning CD/DVD

Basics of Audio/Video editing

Fundamentals of Hardware & Networking

Formatting Hard disk

Installing Windows 8/10/11

