

NEP-2020

CCC

**CERTIFICATE COURSE
IN
COMPUTER**

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PREFACE

Dear Students,

We are extremely happy to come out with this edition of '**Certificate Course in Computer**' English and Hindi both versions for you; this book also mainly uses for Minor Subject: Skill Development Course NEP – 2020 (For B.A. / B.Com. / B.Sc.), Computer Science & Engineering, Information Technology and every student also.

We have divided the chapters into small topics can be arranged with the help of necessary points & diagrams, university examinations related questions also.

We are thankful to Device Grace My Mother & Father, "ISKCON" Hare Krishna Movements", our Wife for the encouragement and support that they have extended.

We are also thankful to all members of VSRD Academic Publishing (A Division of Visual Soft India Private Limited) and others for their efforts to make this book as good as it is.

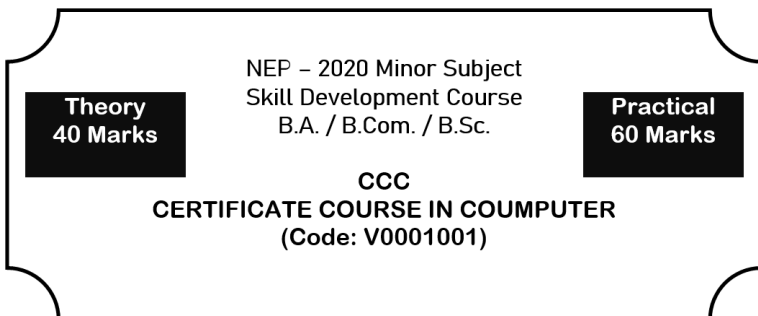
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 *Author(s)*



SYLLABUS

<p>Unit @01 Knowing Computers</p>	<p>Computer: Application of Computer; Component of Computer; Inputs & Outputs Devices, Hardware & Software; Computing; Computer Memory; Data & Information, Application of IECT</p> <p>Operating System: What is Operating System? Diagram of OS, Basics of Popular OS, Function of OS, Viewing of file, folder and directories, creating and renaming the files and folders, opening and closing of different windows, Creating shortcuts.</p>
<p>Unit @2 Word Processing / MS Office</p>	<p>MS Word: Word processing basics, opening and closing of documents, text creation and manipulation, Formatting of text, Table handing, printing of word document</p> <p>MS Excel: Basics of Spreadsheet, Manipulation of Cell, Formula and functions, editing of spread sheet, printing of spread sheet</p>

	MS PPT: Basic of Presentation Software; Creating Presentation: Preparation & Presentation of sliders, Slide Shows Taking Printout of presentation/Handouts
Unit @03 Internet, WWW and Web Browser	Computer network: Application of internet, connecting to internet, Web Browser, Safe Browsing, Understanding URL, Using E governance websites
Unit @04 Communication and Collaboration	Emails: Basic of Electronic Mail, Getting an Email Account, Sending and Receiving Mails, Accessing Sent Mails, Using Emails, Gmail Drive Online Storage: Online Storage, Document Collaboration Discussion and Chats: Instant Messaging: Netiquettes
Unit @05 Basic Laws of Cyber Crimes and Laws	What is Virus? What is Hacking, Cyber Laws & Crime, Safeguarding the account How to use safely Debit & Credits Cards
Unit @6 Enjoy With Questions	Assignment / Important Questions / Old Question Papers / Viva Voce Questions / Project Work

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