



# Information Booklet

**Course Name:**  
**Certificate in Basic IT Skills**  
**Course Code: B1**



Address: Sh No BSH 1,2,3  
Almedia residency,  
Xetia Waddo Duler  
Mapusa Goa  
E-mail Id: [ITKP@3i-infotech.com](mailto:ITKP@3i-infotech.com)  
Tel: (0832) 2465556  
(0832) 6454066

## Certificate of Proficiency in Basic IT Skills

### 1. Introduction:

This course is designed to impart basic level IT knowledge to the common man. This course will breed computer literacy among the masses and help the people to bridge the digital divide. On completion of this course the person will be able to make use of computers for various purposes like surfing the net, sending/ receiving emails, preparation of various documents etc.

### 2. Eligibility:

Any citizen of Goa can pursue this course

### 3. Duration:

45 Hours . Two Hours each day

- Theory 10 hours
- Practical 35 hours

### 4. Course Details:

Type of course	Basic IT Course
Syllabus	<p><b>1) Introduction to Computers:-</b> Introduction to computers, Characteristics of computers, Brief History of Computers, Other computer developments, Technical evolution of computers, Categories of commercial computers, Computer hardware, Computer software</p> <p><b>2) Input, Output and Storage Devices:-</b> Introduction, Input concepts, Accuracy checks, Input checks, Output checks, Output devices, Soft copy devices, Storage devices, Optical technology</p> <p><b>3) Windows Operating System:-</b> Introduction to windows, Logging on to Windows, Start button and Taskbar, Starting and Quitting a Program, Opening a Document, Getting Help, Finding Files and Folders, Changing system settings, Starting a program using the Run Command, Shutting down the Windows, Seeing What's on Your Computer, Organizing Files and Folders, Working within Documents, Saving work, Printing a Document, Installing Software, Installing Hardware, Copying and Moving Files Quickly, Putting a shortcut on Desktop, Programs Start Automatically, Network, Network Neighbourhood, Using Dial-up Networking, Connecting to the Internet, Optimizing computer, Communicating with the world, Update Files on two computers, Create Pictures by using Paint, Write by using WordPad, Installation of Printers.</p> <p><b>4) Microsoft Word:-</b> Introduction to Word Processing, Starting Word, Microsoft Word Screen, Creating a Document, Saving the File, Formatting the Text, Alignment of Text, Applying Fonts, Spell Checking, Closing of the File, Save as Option, Open File, Printing you Document, Selecting the Text, Moving the Text,</p>

Changing style of the Text, Size of the text, Editing Tools, Page Setup, Find and Replace, Find, Replace Text, Working with Paragraphs, Page Numbering, Columns

**5) Microsoft Excel:-** Understanding Microsoft Excel for windows, Starting Microsoft Excel 2000, Creating a Worksheet in Excel for Windows, Copying Formula, More Excel commands, Auditing a Workbook, Comments Inserting, Formulas that make decisions, Ranges, Naming, References, Seeking Goals, Sheets naming, Sum Function

**6) Microsoft PowerPoint:-** Introduction, Starting PowerPoint, Presentation by AutoContent Wizard, Creating Presentation from Template, Creating a New Presentation, Saving presentations, PowerPoint Views, Entering the Text, Changing display, Moving the Text, Changing the Color.

**7). Virus Definitions –** Type of Virus, Detection of virus, Scanning for virus, Anti Virus software, Usage of Anti Virus.

**8). Internet –** Basic Internet, Email processing, Back Up, Search Engine concepts.

**9).** Back up using CDs, Printer Installation

**5. Fee:**

Rs. 1,000 (exclusive of Service Tax)

**6. Target Segment:**

The target segment for this course will be beginners and general public including housewives, school students and working people who want to enhance/upgrade their knowledge and Govt. Servant.