

## Trades Details Summary

Trade Name	Description	Duration (Days)
<b>Computer Basics</b>	<b>To give Technical Training in Computer Basics trade</b>	<b>18</b>

### Theory (Computer Basics)

Topic	Keylearning Outcomes	Equipment Required	Duration
Registration of participants	• Covid Declaration • Participants Profile • Describe the role of a Computer	White Board	2:0
Introduction to Computer Components	• Introduction to Computers • Introduction to CPU architecture and mother board • Introduction to Computer hardware	Presentations, Trainer Guide.	5:0
Windows Operating System	• Introduction to Windows operating system • Evolution of Windows OS • Various types of OS	Presentations, Trainer Guide,	3:0
Computer Basics	• Application Software • Various types of Memory • Bluetooth devices • DVDs, CDs, Pen drives and burning DVDs	Presentations, Trainer Guide	4:0
Word Processing Software - I	• MS Word Basics • Word - Home • Word - Getting Started • Word - Explore Window • Word - Backstage View • Word - Entering Text	Presentations, Trainer Guide	4:0
Word Processing Software - II	• Word - Move Around • Word - Save Document • Word - Opening a Document • Word - Closing Document • Word - Context Help • Editing Document	Presentations, Trainer Guide	4:0
Word Processing Software - III	• Formatting Text • Word - Setting Text Fonts • Word - Text Decoration • Word - Change Text Case • Word - Change Text Color • Word - Text Alignments	Presentations, Trainer Guide	4:0
Word Processing Software - IV	• Word - Indent Paragraphs • Word - Create Bullets • Word - Set Line Spacing • Word - Borders and Shades	Presentations, Trainer Guide,	4:0
Word Processing Software - V	• Word - Set Tabs • Word - Apply Formatting • Formatting Pages • Working with Tables	Presentations, Trainer Guide	4:0
Spread sheet Application-1	• Introduction to Microsoft Excel 101 — Notes About MS Excel •Excel Basic Formulas — Add, Subtract, Multiply & Divide in Excel	Presentations, Trainer Guide	4:0
Spread sheet Application-2	• Excel Data Validation — Filters & Grouping in Excel • Excel Formulas & Functions — Learn with Basic Examples	Presentations, Trainer Guide	4:0
Spread sheet Application-3	• Logical Functions in Excel — IF, AND, OR, Nested IF & NOT • How to Create Charts in Excel — Types & Examples • How to make Budget in Excel Introduction to MS - Excel 2010	Presentations, Trainer Guide	4:0
Networking concepts - I	• Concepts of network • Need for Network • Components of Network	Presentations, Trainer Guide	4:0
Networking concepts - II	• Method of Networking • Network Transmission Media • Type of Communication • Network Security • Real-time Networking	Presentations, Trainer Guide	4:0
Internet Concepts - I	• Internet and Routing • Protocol	Presentations, Trainer Guide	3:0
Internet Concepts - II	• Wireless • TCP	Presentations, Trainer Guide	3:0
Internet Concepts - III	• Bluetooth • GPS and GSM • E- mail	Presentations, Trainer Guide	3:0
Internet Concepts - IV	• E- Learning • Chatting, video chatting and using social network sites • Explaining threats to computers connected to Internet & process	Presentations, Trainer Guide	3:0
Orientation Programme & Introduction about Entrepreneurship	• Entrepreneur, Entrepreneurship and Enterprise • Scheme & Types of Entrepreneurship • Importance of Entrepreneurship • Entrepreneurship Opportunities & Challenges • Startup Business • Cash Flow * Incubation Centre like DIC & IIT (BHU)	Presentations, Trainer's Guide	2:0
Financial Management	• Financial Management • Resources / Fund availability by Bank • Loan Scheme like Mudra Loan	Presentations, Trainer's Guide	2:0

### Practical (Computer Basics)

Topic	Keylearning Outcomes	Equipment Required	Duration
Computer Practical	• MS Word Basics • Word - Home • Word - Getting Started • Word - Explore Window • Word - Backstage View	Computer Software-Microsoft Word	2:0
Computer Practical	• Word - Entering Text • Word - Move Around • Word - Save Document • Word - Opening a Document • Word - Closing Document • Word - Context Help	Computer Software-Microsoft Word	2:0
Computer Practical	• Editing Document • Formatting Text • Word - Setting Text Fonts • Word - Text Decoration • Word - Change Text Case	Computer Software-Microsoft Word	2:0
Computer Practical	• Word - Change Text Color • Word - Text Alignments • Word - Indent Paragraphs • Word - Create Bullets • Word - Set Line Spacing	Computer Software-Microsoft Word	2:0
Computer Practical	• Word - Borders and Shades • Word - Set Tabs • Word - Apply Formatting	• Word - Borders and Shades • Word - Set Tabs • Word - Apply Formatting	2:0
Computer Practical	• Formatting Pages • Working with Tables	Computer Software-Microsoft Word	2:0
Computer Practical	• Introduction to Microsoft Excel • Excel Basic Formulas	Computer Software-Microsoft Excel	3:0
Computer Practical	• Excel Data Validation • Excel Formulas & Functions	Computer Software-Microsoft Excel	4:0
Computer Practical	• Logical Functions in Excel • Create Charts in Excel	Computer Software-Microsoft Excel	3:0
Computer Practical	• Make Budget in Excel • Entering Values	Computer Software-Microsoft Excel	3:0
Computer Practical	• Worksheet features • Data validations and Table management	Computer Software-Microsoft Excel	3:0
Computer Practical	•Other features (cell, merge and wrap, etc.)	Computer Software-Microsoft Excel	2:0