

Trades Details Summary

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

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