Skill Based Programme under CBCS
Computer Awareness
2020-21
Class :- MA/M.Com/M.Sc. I Semester

Credits 1   **15 Hours**
Max Marks: 10   Min Marks: 4

Module 1

LibreOffice Writer -Introduction of LibreOffice Writer,Anatomy of LibreOffice Writer,creating new document,open existing document,saving,closing document, formatting with text,find & replacing text, Exporting file into PDF, What is mail merge, How to do the mail merge.
LibreOffice Calc- Introduction of LibreOffice Calc, Interface of Calc Application , Applications of Calc, Concept of workbook & worksheet, cell, copying & renaming a sheet ,saving file with other extensions ,mathematical functions.
LibreOffice Impress- Introduction of Impress, anatomy of impress, applications of impress,Inserting new slides, different slide layouts ,saving impress file, inserting table, inserting charts, animation on text & slides.

Module 2

Designing & Processing---- Overview of Photoshop, basic operations on image --- Altering size, height , width, resolution, converting files from PDF to DOC,RTF,XLS using online and offline tools, working with different files ---sheets, Docs,Slides, using google and Office.com apps and sharing, Basic handout designing using Adobe Photoshop and Adobe spark .

Module 3

How To Safeguard Your Digital Data From Cyber Criminal----What is Cyber Crime , Working of Cyber Criminal , Threat and Attack, Prevention and Protection, Indian IT Act.

Module 4

Artifying Webpage using WordPress ---- Overview of WordPress: Content management system, history of wordpress, versions, features, difference between wordpress.com and wordpress.org , Installation of wordpress on local server, Wordpress Dashborad, WordPress Settings.

Module 5

Wordpress Categories: Add, arrangement, edit and delete, Wordpress Posts: add, edit delete, preview and publish of posts, Wordpress Media Library: insert media files to library, add media files to posts, edit media files, Wordpress Pages: add, edit and preview pages, WYSIWYG editor, insert and edit links, page attributes,Creating menus in wordpress.