

# Skill Based Programme

## Computer Awareness

2021-22

**Class :- For all MA/M.Com/MSc I<sup>st</sup> Semester**

### Unit-I

**MS Office Word** -Introduction of MS Office, Anatomy of MS Word ,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.

**MS Office Excel**-→ Introduction of MS Excel, Interface of Excel Application, Applications of Excel, Concept of workbook & worksheet, cell, copying & renaming a sheet ,saving file with other extensions ,mathematical functions.

**MS Office Powerpoint** -→ Introduction of Powerpoint, Anatomy of Powerpoint , applications of Powerpoint, Inserting new slides, different slide layouts ,saving impress file, inserting table, inserting charts, animation on text & slides.

### Unit II

**Designing & Processing**---- Overview of Photoshop, Concept of White,background & Layer, basic operations on image --- Altering size, height , width, Working of tools , stroke, changing of mode of an image , effects on image by adjustment, flatten image , Filtration of image .

### Unit III

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

### Unit IV

**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, WordpressDashborad, WordPress Settings.

### Unit V

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.