

Syllabus

CLP – Computer Literacy Programme

1. Introduction to Computers

- ✓ Introduction
- ✓ Components and Working of Computers
- ✓ Number Systems
- ✓ More on Number System

2. Elements of Hardware and Software

- ✓ Managing Hardware
- ✓ Managing Data and Software

3. Operating Systems – Windows 98, Windows NT

- ✓ An Introduction to windows 98
- ✓ More on Win 98 and Win NT

4. MS Office 2000

- ✓ Microsoft Word
- ✓ Microsoft Excel
- ✓ Microsoft Powerpoint
- ✓ Microsoft Access

5. Multimedia

- ✓ Introduction to Multimedia
- ✓ Sounds and Picture


6. Desktop Publishing

- ✓ Introduction to DTP?
- ✓ Working with publisher 2000
- ✓ Formatting and Editing text
- ✓ Creating Multi-page publication

7. Introduction to Networking concepts

- ✓ Introduction to Networking concepts
- ✓ Topology and Protocols


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8. Introduction to Internet and its Applications

- ✓ Introduction to Internet
- ✓ Browsing the Internet

9. Using E-mail and FTP

- ✓ E – Mail
- ✓ Internet Tools (FTP)

10. Creating web pages

- ✓ Introduction to HTML
- ✓ Formatting the web page
- ✓ More on formatting
- ✓ Hyperlink
- ✓ More on linking and introduction to front page editor

11. Introduction to Tamil Software

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