

Basic Computer Course Module

Paint: - In you can design various graphics. You can learn about the usage of multiply tools which is used for designing.

Notepad: - Notepad is use for typing the text and it can be saved for the further purpose. It is one of the best text editor which is for scripting language like HTML, XML etc.

WordPad: - WordPad is the advance version of notepad which for editing and formatting of text and images.

Ms. Word: - Ms. Word is used for creating official document. A lot of features like Editing, formatting, table, layout, etc. are available.

Ms. Excel: - Ms. excel is used for data management in tabular format. We have various formulas for operating the date like pivot table, chart, conditional formatting etc.

Ms. PowerPoint: - Ms. PowerPoint is used for creating presentation we can apply animation, transition effects on available slide.

Internet: - Students are trained about using different website and filling online form with the help the internet. They can access internet to perform their day to day browsing.