

Syllabus

1.Introduction to Computers:

What is computer? – History of Computers – Generation of Computers – Types of Computers – Benefits and Application of Computers.

Components and Working of Computers:

The Hardware – Computer Block Diagram – Input / Output Devices.

Hardware Configuration & Software Installation:

Concepts – Managing Hardware – Inside the System Unit – Memory (RAM/ROM) – Storage Media – Introduction to Software – Data Organization – Cyber Laws.

2.Operating System : Concepts Win 98 – Win 2000/2003, NT , Linux :

Win 98 : Introduction and Advantages – Files - Organization of Data - Windows Explorer - Working with Folders -Managing Files & Folders - Sharing a Folder - Creating Shortcuts. Using Applications in Win98 - System Tools(Control Panel) Shutdown.

Win NT - Win 2000/2003 : User Interface – Features –Shutdown
Linux : History – Advantages - Logging in-out - File System
Types of Users - Directory Commands.

3. Personal Productivity Software : MS Word/MS Excel:

MS Office : Basic Concepts – Features - Equation Editor.

MS Word : Introduction to Word 2000-Formatting Documents-Inserting , Objects - Creating Tables - Mail Merge.

MS Excel : Introduction to Excel 2000 – Functions and Function Wizards – Formulae – Formatting – Charts and Objects.

4. Personal Productivity Software : MS Access/MS PowerPoint:

MS Access : Concepts of DBMS/RDBMS – Creating Database and Tables – Modifying the Database – Data Retrieval – Relationship – Reports.

MS PowerPoint : Basic Concepts – Creating Saving/Closing Presentations – Formatting – Inserting ClipArt – Transition Effects – Animation Effects – Viewing Presentation.

5. Introduction to Multimedia:

Multimedia – Uses – Categories – Multimedia Software – Sounds and Pictures – Use of sound and Images in Multimedia – Applications – Virtual Reality.

6. Desktop Publishing:

Introduction – Publisher Environment – Help Options – Creating Publications – Page Properties – Using Text Frames – Adding Pictures – Formatting and Editing Text using Tools – Multi-Page Publication.

7. Networking Concepts:

Basic Concepts – Need for Networking – Types of Network – OSI Model – Networking Devices – Topology – Bus – Star – Ring – Protocol – TCP/IP Network Configuration and Security – Network Administration.

8. Internet and its Applications:

Basic Concepts – Origin of Internet – ISP – Domain Naming System – ISDN and PPP – TCP/IP – Introduction to different types of browsers.

E-Mail and FTP:

Introduction – E-Mail Fundamentals – E-Mail Client Server – E-Mail Address – Sending and Receiving – Internet Tools – FTP Usage.

9. Creating Web Pages:

Introduction – Tools for Web Development – Introduction to HTML – HTML Tags – Structure of an HTML Document – Creating a simple HTML page – Formatting the Web page – Body Element – Information Type Elements – Character Formatting Elements – Hyperlinks – Image Elements – Front page.

10. Introduction to Tamil Word Processor:

Using suitable software like Ponmozhi – Padhami (Sakthi Office).

Introduction to Tamil browsers using suitable Software.

Introduction to Tamil E-Mail using suitable Software.