



A.D.COMPUTER TRAINING CENTER

An ISO 9001:2015 Certified Organization

Enrolled With Ministry of Micro, Small, and Medium Enterprises (MSME)

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Basic Computer Course

Module 1: Introduction to Computers

- What is a computer?
- History and evolution of computers
- Types of computers: desktop, laptop, tablets, smartphones
- Basic computer components: CPU, RAM, storage, peripherals
- Understanding hardware and software

Module 2: Operating System Basics

- What is an operating system? (Windows, macOS, Linux)
- Starting and shutting down the computer
- Desktop and Start Menu basics
- File and folder management (create, rename, delete, organize)
- Basic settings (display, sound, personalization)

Module 3: Input and Output Devices

- Keyboard and mouse usage
- Printers, scanners, speakers, and webcams
- USB drives and external hard drives

Module 4: Basic Typing Skills

- Introduction to typing
- Using typing tutors (like TypingClub, RapidTyping)
- Improving speed and accuracy

Module 5: Word Processing (MS Word or alternatives)

- Creating, saving, and opening documents
- Formatting text (fonts, styles, alignment)
- Inserting images, tables, and shapes
- Using spell check and grammar tools
- Printing documents

Module 6: Spreadsheets (MS Excel or alternatives)

- Creating and managing workbooks and worksheets
- Entering data (numbers, text, formulas)
- Basic formulas and functions (SUM, AVERAGE)
- Formatting cells (borders, shading, alignment)
- Creating simple charts and graphs
- Advanced formulas (VLOOKUP, IF, COUNTIF)
- Conditional formatting
- Pivot tables
- Data validation and protection

Module 7: Presentations (MS PowerPoint or alternatives)

- Creating a new presentation
- Adding text, images, and charts
- Applying themes and transitions
- Running a slideshow
- Using audio and video

Module 8: Internet Basics

- What is the internet? Web browsers (Chrome, Firefox, Edge)
- Using search engines (Google, Bing)
- Opening and navigating websites
- Downloading and uploading files
- Understanding online safety

Module 9: Email and Communication Tools

- Introduction to email (Gmail, Outlook)
- Creating and sending emails
- Attaching files
- Basic online communication tools (Zoom, Google Meet basics)

Module 10: Cyber Safety and Best Practices

- Basics of computer security (antivirus, passwords)
- Internet safety (phishing, malware awareness)
- Data backup and cloud storage basics