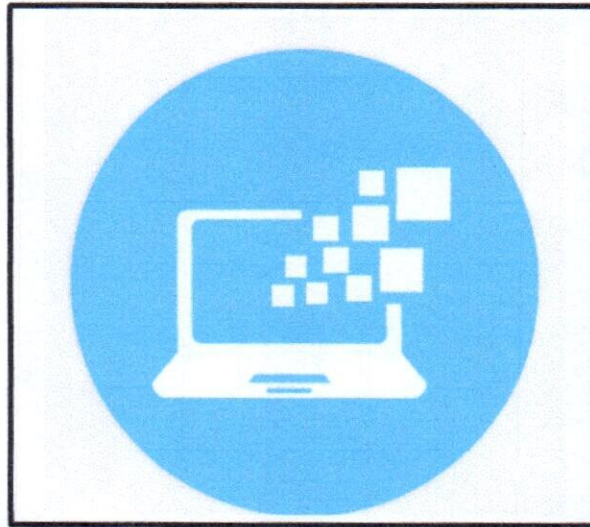


## ANNEXURE 'E'

**IFTM UNIVERSITY**  
**School of Computer Science & Applications**  
***Computer Proficiency***



This subject aims to cover the basic computer knowledge. It involves how computer work and how to use them. It enables people with lower skill levels to perform higher-level tasks. With technology becoming more prevalent in the workspace, it is important to have a solid foundation of computer skills. Knowing about the different types of computer skills can help you understand what skills you might require in your field.

This will make the students proficient in computer.

**Module Objectives:** This module intends to:

- ✓ Use the basic vocabulary and terminology related to computer and word processing
- ✓ Open, save and format a basic document
- ✓ Type a simple note or a letter using Microsoft Word
- ✓ Perform basic format and editing on a word document
- ✓ Create tables and calendars
- ✓ Use different basic computer language software and programs to practice English and typing skills

Focusing on the above-mentioned objectives, a teacher's ability to improve technical skills can promote a positive development in students, by focusing on their competence, their tolerance to mistakes and their ability to set goals. So, the module has been designed by breaking down big tasks into easy steps and emphasizing the importance of mistakes in achieving success which can help students to avoid being overwhelmed by work or fearing failure.

*Dr. Arvind Kumar Shukla & Mr. Lalit Johri*

[Module Facilitator]

*Sanjeev Bhowmik*

Registrar  
IFTM University  
Moradabad

## Module Structure

### Program Schedule: Computer Proficiency

S.NO.	OBJECTIVES	COURSE CONTENT	HOURS
1	Managing Your PC and MS Outlook	Managing Your PC: This session will give you a basic overview of how the storage folders work on your computer's hard drive. You will learn to create logical storage folders and also learn how to search for files using Windows Explorer. MS Outlook Management: Storage Folders, Creating New Folders, View Options, Archiving, Creating a Professional Email Image: Create an email signature that encompasses your corporate image, Learn to access and update your signature so that you can make timely changes such as seasonal company messages and offers.	6
2	Navigating Word	Time Management Outlook Calendar Scheduling appointments Meeting requests Creating tasks Navigating your way around a word document Important Tools Navigating the applications Customization Creating a word document (from a template) Building the document Inserting a picture Inserting a table Editing a table Copy & paste text Printing the document	6
3	Navigating Excel	Navigating your way around an Excel workbook, Important Tools Navigating the applications customization Creating a workbook, Using Quick Fill Auto Sum Basic Formula's General Formatting Sorting Data Filters Creating a chart Print Set Up Printing the document Sending a workbook through email	6
4	Creating a PowerPoint Presentation	Participants will learn to (and go through process of) Less is better, Important Tools, Navigating the applications, Customization, Creating slides (including a slide master), Creating bullet points, Inserting graphics, Inserting spread sheets, Edit options, Using layout to organise content Animation, Delivering the presentation – Running slide show Presentation View.	6
5	Database Management with MS-Access	Introduction to Databases Starting Access 2007 The Getting Started Page and Opening a Database What's New in Access 2007 Understanding the Access Program Screen Understanding the Ribbon Using the Office Button and Quick Access Toolbar Using Keyboard Commands Using Contextual Menus Using Help Database Basics Working with Database Objects Tour of a Table Adding, Editing and Deleting Records Tour of a Form Tour of a Query Tour of a Report Previewing and Printing a Database Object Selecting Data Cutting, Copying and Pasting Data Using Undo and Redo Checking Your Spelling Using the Zoom Box Exiting Access 2007	6
6	Review & Feedback		1

*Sanjeev B. Jaiswal*

Registrar  
IFTM University  
Moradabad