

Certificate in Computer Operation (CCO)- Basic

1. Duration – 3 Months
2. Online Test-3
3. Final Exam – 1
4. Certificate with Mark sheet
5. Branch – Dankaur, G.B. Nagar

Registration Document

- ✓ Mark sheet – 10th/12th/Graduation/other
- ✓ Aadhar Card Photo Copy
- ✓ 2- Photo Passport size

■ Computer Basic Syllabus

1. Introduction to Computers

- What is a Computer
- History of Computers
- Types of Computers (Desktop, Laptop, Tablet, Smartphone)
- Characteristics & Limitations of a Computer
- Input / Output / Processing / Storage

2. Computer Hardware

- CPU (ALU + CU)
- Memory (RAM, ROM)
- Storage Devices (HDD, SSD, Pen Drive, CD/DVD)
- Motherboard, Ports & Cables
- Power Supply, SMPS
- Keyboard, Mouse, Scanner, Printer, Webcam, Speaker

3. Computer Software

- System Software (Windows, Linux)
- Application Software (MS Office, Browser, Media Player)
- Utility Software (Antivirus, Compression)

4. Operating System (Windows)

- Desktop & Taskbar
- File & Folder Management
- Control Panel / Settings
- Copy, Paste, Rename, Delete
- Creating Shortcuts
- User Accounts & Passwords

5. MS Word

- Creating, Saving, Opening Documents
- Formatting (Bold, Italic, Underline, Font, Size, Alignments)
- Page Setup, Header & Footer, Page Number
- Insert Table, Picture, Shapes, Hyperlink etc
- Find & Replace, Spell Check
- All Tab in MS word
- Printing
- Mail merge Document, Assignment File, OMR Sheet, Application & Exam Form
- Letter Pad, A4 Size Template Design, PDF,

6. MS Excel

- Workbook / Worksheet
- Basic Formulas (+, -, /, *)
- Formatting Cells
- AutoSum, AutoFill
- Charts (Bar, Pie, Line)
- Sorting / Filtering
- 50+ Formula
- 15+ Spreadsheet Format

7. MS PowerPoint

- Create & Design Slides
- Themes & Layouts
- Insert Image, Chart, Video
- Slide Animation & Transition
- Presentation Tips

8. Internet & Email

- What is Internet, WWW, Browser
- URL, Website, Hyperlink
- Search Engine (Google)
- Downloading & Uploading
- Creating & Using Email
- Attachments, CC, BCC
- Online Safety & Cyber Security

9. Cyber Security

- Strong Passwords
- Virus, Malware, Phishing
- Safe Browsing Rules

- Backup & Data Protection

10. Typing Skills (Basic)

- Home Row Keys
- Typing Software Practice
- Speed & Accuracy

★ Practical Skills Included

- Pen Drive Format / Copy Data
- Print & Scan Documents
- Install Software
- Internet Surfing
- Email with Attachments
- Online Forms Filling