



SRIKRISHNA COLLEGE

Bagula, Nadia, West Bengal, Pin - 741502

**ESTD. 1950, Accredited by NAAC(3rd Cycle)
in 2023 with B+ Grade**

**[Affiliated to University of Kalyani &
Approved by the UGC under section 2(f) &
12B)]**

**CERTIFICATE COURSE
ON**

Comprehensive Computer Literacy

**The course will be conducted under the management
of the Skill Enhancement Committee & Department of
Computer Science**

In collaboration with IQAC, Srikrishna College

Certificate Course: Comprehensive Computer Literacy Programme

Duration: 6 Weeks (24 Sessions)

Mode of Delivery: Hybrid (Hands-on Practical Sessions and Lectures)

Prerequisites: Basic familiarity with computer operations

Course Commencement Date: 1st July 2025

Total Course Fee: ₹500/-

Orientation Programme: Date: 28th June 2025

Time: 8.00 p.m

Mode: Online (<https://meet.google.com/hue-xzir-esk>)

All interested students are encouraged to attend the orientation session to gain a clear understanding of the course structure and objectives.

Syllabus:

Module 1: Fundamentals of Computer & Operating Systems (3 Sessions)

- **Understanding Computer Components (CPU, RAM, Storage, Input/Output Devices)**
- **Operating System Overview: Windows & Linux Basics**
- **File & Folder Management: Creating, Organizing, and Searching Files**
- **System Settings & Customization: Personalizing Display, Keyboard, and Mouse Settings**
- **Installing & Managing Software Applications**

Module 2: Microsoft Word – Advanced Document Processing (5 Sessions)

Basic Features (Sessions 1-2)

- **Creating, Editing, and Formatting Documents**
- **Working with Fonts, Paragraphs, and Line Spacing**
- **Bulleted & Numbered Lists**
- **Using Styles and Themes**
- **Inserting and Formatting Tables, Images, and Shapes**

Intermediate Features (Sessions 3-4)

- **Page Layout & Section Breaks**
- **Creating Headers, Footers, and Page Numbering**
- **Using Find & Replace, Spelling & Grammar Tools**
- **Track Changes & Comments for Collaboration**
- **Adding Hyperlinks, Footnotes, and Citations**

Advanced Features (Session 5)

- **Creating Index, Table of Contents, and References**
- **Working with Mail Merge for Letters and Labels**
- **Converting Word Documents into PDF & Other Formats**
- **Securing Documents with Password Protection**
- **Printing and Page Setup Options**

Module 3: Microsoft Excel – Data Management & Advanced Analysis (6 Sessions)

Basic Features (Sessions 1-2)

- **Understanding Spreadsheets: Rows, Columns, and Cells**
- **Data Entry, Formatting, and AutoFill**
- **Working with Basic Formulas (SUM, AVERAGE, MIN, MAX)**
- **Conditional Formatting and Data Validation**

Intermediate Features (Sessions 3-4)

- **Working with Logical Functions (IF, AND, OR)**
- **Lookup Functions (VLOOKUP, HLOOKUP, XLOOKUP)**
- **Creating & Formatting Charts (Bar, Pie, Line)**
- **Sorting & Filtering Large Data Sets**
- **Introduction to Pivot Tables & Pivot Charts**

Advanced Features (Sessions 5-6)

- **Data Consolidation & Advanced Data Analysis**
- **Using Macros for Automation**
- **Creating Dashboards with Charts & Pivot Tables**
- **Importing & Exporting Data**
- **Protecting & Securing Excel Files**

Module 4: Internet & Online Communication – Productivity & Security (4 Sessions)

Basic Internet Usage (Session 1)

- **Web Browsing Techniques & Search Engine Optimization**
- **Downloading & Uploading Files Securely**
- **Bookmarking & Managing Browsing History**

Email & Online Collaboration (Session 2)

- **Setting Up & Managing Email Accounts (Gmail, Outlook)**
- **Composing, Formatting, and Managing Emails**
- **Using Google Drive & OneDrive for Cloud Storage**
- **File Sharing & Collaboration (Google Docs, Sheets, and Slides)**

Cybersecurity & Safe Internet Practices (Session 3)

- **Recognizing Phishing & Online Scams**
- **Creating Strong Passwords & Using Two-Factor Authentication**
- **Understanding Firewalls & Antivirus Software**
- **Safe Online Transactions & Digital Payments**

Advanced Internet Tools (Session 4)

- **Using Online Survey Tools (Google Forms, Microsoft Forms)**
- **Automating Tasks with Google Scripts & Extensions**
- **Introduction to Social Media & Digital Marketing**

Module 5: Microsoft PowerPoint – Professional Presentation Skills (4 Sessions)

Basic Features (Sessions 1-2)

- **Creating & Formatting Slides**
- **Using Pre-designed Templates & Themes**
- **Inserting Images, Videos, and Shapes**
- **Slide Layouts & Text Formatting**

Intermediate Features (Session 3)

- **Adding Slide Transitions & Animations**
- **Embedding Charts & Excel Data into PowerPoint**
- **Working with Speaker Notes & Slide Master**

Advanced Features (Session 4)

- **Creating Interactive Presentations**
- **Exporting Presentations as PDFs, Videos, and Handouts**
- **Using AI-powered Design Suggestions (PowerPoint Designer)**
- **Live Presentations & Using Laser Pointer in Presentations**

Module 6: Hands-on Project & Final Assessment (2 Sessions)

- **Practical Project: Creating a Report, Spreadsheet, and Presentation**
- **Final Assessment: Evaluating Proficiency in Word, Excel, Internet, and PowerPoint**
- **Discussion & Q&A: Addressing Challenges Faced by Participants**
- **Certification of Completion**

Additional Learning Resources:

- **Printable Quick Reference Guides**
- **Access to Video Tutorials & Practice Exercises**
- **List of Useful Websites for Self-Learning**

Course Coordinator:

Ujjal Kumar Das

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