

Unit 1: Word Processing Software

Introduction, Standard Toolbar, Starting of MS Word, Component of Word Window, Functions, Creating and Opening Document, Saving Document, Save and Save as Option, Difference Between Save and Save as, Entering Text In a Document, Editing Text In Document, Moving Text and Copying Text Commands, Undo and Redo, Cut and Paste, Copy and Paste, Find and Replace Text In a Document and Go to, Formatting Text In a Document, Page Formatting, Font, Paragraph, Tabs, Bullet and Numbering, Columns, Style, Handling Table In The Text, Create a Table, Create a Table with The Standard Method, Create a Table Using Insert Table Option from Table Menu, Drawing a Table Entering and Editing Text In a Table, Inserting Row and Column, Deleting Rows and Column, Changing The Column Width In a Table, Change The Row Height In a Table, Merge and Splitting Cells, Calculation In Tables, Header and Footer.

Unit 2: Spell Checking and Grammar Checking

Introduction, Standard Toolbar, Start with MS Word, Components, Function of The Component, Tools of MS Word 2000, Spelling and Grammar, Autocorrect, Inserting Objects, Inserting Pictures, Inserting Files, Inserting Break, Auto Text Entries, Create Cross Reference for Index Entries, Table of Contents, Word Wrapping, Template and Wizard, Mail Merge, Create The Main Document, Building Data Source, Merge the Data with the Document, Macro: Recording a Macro in Word, MS-Publisher: Overview, Design and Reuse Pages, Editing Fills and Re-Colouring Pictures, Personalized Publication, Share, Print and Publish Applications.

Unit 3: Spreadsheet Package Excel 2000

Introduction, How to Start with MS Excel 2000, Component of Excel Window, Spreadsheet Terminology, Organisation of Spreadsheet Area, Worksheet Management, Name, Add, Delete, Remove, Copy, Multi Select Data Type ,Data Entry, Editing Data, Copying Math Operators and Expressions, Creating Formulas and Functions

Unit 4: Formatting Features MS Excel 2000

Introduction, Formatting Features, Text, Row and Column Number, Borders, Colours and Pallets. Absolute and Relative Addresses, Introduction to Excel Functions, Excel Mouse Techniques, Preparing Worksheet for Use by Other User.

Unit 5: Advance Feature MS Excel 2000

Introduction, Advanced Features of MS Excel: Data Validation, Conditional Format, Comments, Options, Protection, Text Data, Delimiters, Database Queries, Goal Seek, Scenario, Freezing, Painting, Excel Worksheet Sort, Filter, Naming Range, Paste Special Options, Pivot Table, Data Table, Charts, Macros: Reading, Editing, Working with Objects

Unit 6: Presentation Software MS PowerPoint2000

Introduction, Anatomy of PowerPoint Presentation: Creating a Presentation choosing a Design Template, Adding a Slide, Creating and viewing a Presentation: Create a Title Slide, Adding a New Slide to a Presentation, Creating a Bulleted List Slide.

Unit 7: Advanced Feature of PowerPoint

Introduction, Using Hyperlinks in a Presentation, Adding Graphic In a Slideshow, Inserting a Picture from Clip Gallery, Insert and Imported Picture, insert a Scanned Picture, Organising Formats with Master Slides, Navigation with Action Buttons: Insert Action Buttons and Hyperlink for a Self-Running a Web Presentation, Adding Animation Effects: Animated Layers or slide, Start a Slideshow from Within PowerPoint, About Self Running Presentation, Printing, Using E-Mail to Send Presentation in Microsoft PowerPoint, Send a Copy of an Entire Presentation, Putting The Presentation On The Web: HTML Wizard, Testing The Web Presentation.

Unit 8: MS Access 2000

Introduction to MS Access 2000, New Feature In MS Access 2000, Setting up a Database, Exploring Tables, Viewing Tables: Data Sheet View, Design View, Creating Tables: Using Table Wizard Navigation in Table, To Move Within a Record from Record to Record, Changing a Table in Design View, To Add Field to a Table, To Rename a Field to Your Table, Setting a Data Type: To Set a Data Type, Setting Field Property, To Add Data to a Table, Deleting Data from a Table, Sorting Records, Exploring Forms, Creating Forms, Navigating a Form, Finding Record In a Form, Exploring Reports: AutoReport, To Insert a Picture In a Report, To Adjust The Position of a Picture, Report Printing.

Unit 9: Data Handling In MS Access

Access Help System: Examining ways to Get Help, Using Office Assistant, Use The Help Topic Dialogue Box, The Content Tap, The Index Tab, Screen Tips, Planning and Designing Your Database: Relational Database, Overview of Relational Database Terms, Relationship and Joins, The Three Types of Keys, Referential Integrity, The Three Types of Relationships, Creating and Using Table Indexes, Setting In Changing Indexes, Which Field to Index, Joining Tables, Creating Queries: Way to Create Queries, The Query Design View, Steps In Creating a Query, Creating a Basic Query, Specifying a Sort Order, Specifying Criteria, Showing and Excluding Fields, Using Advanced Selection Option in query, Wildcards, Creating Queries That Accept Parameters, Adding Calculated Fields, Working with Subdatasheet: Formatting the Datasheet, Printing The Datasheet, Closing the Datasheet, Understanding Field Properties: Understanding Field Size, Input Marks, Caption, Understanding The Required Property, Comparing Format and Input Mask, Understanding Format, Understanding an Input Mask, Creating a Validation Rule, Creating Validation Text.

Unit 10: Database System Architecture

Introduction, Traditional File Oriented Approach, Basic Concept: What are databases, Type of Database on Processing, Types of Database Based on Organisation Requirement, Components of Database System, Advantages of Database Approach, Limitation of the Databases, Database System Architecture: Abstraction, System Architecture, Data Independence, Database Performance Issues: Physical Database Design, Sequential Access File Organisation, Direct Or Random Access File Organisation, Tuning The Database for Performance.

Unit 11: DBMS Classical Data Management

Introduction Database Model Oracle Database Model The Network Database Model The Relational Database Model Difference Between Relational and Other Models The Relational Model Terminology The Relational Algebra Normalisation First Normal Form Second Normal Form Third Normal Form Boyce Codd Normal Form Relational Database Management System Feature of RDBMS The 12 Rules of RDBMS Codd's Rule ER Modelling

Unit 12: SQL Structured Query Language

Introduction to Oracle Future of Oracle Physical Oracle Logical Oracle Start for Starting Oracle Sql Literals Data Types Null Value Comments Table Used In Examples Query Database Table Select Statement Function and Grouping Query Multiple Tables Using Relational Algebra Function Union Intersection and Minus Nested Query Data Definition Language Creating Table In Certain Value Updating Value Deleting Rows Leaving The Structure of a Table Modifying The Structure of a Table Remove Table from The Database Transaction Control Commands Views

Unit 13: Web Designing

Introduction Basic of World Wide Web World Wide Web Uniform Resource Locator Hypertext Transfer Protocol Web Server Web Pages Website Web Browser Hypertext mark-up Language Web Page Layout Html Tag Colour Scheme Font and Font Size Subscript and Superscript Element Heading Element Paragraph Element Horizontal Line Element Arranging Text with List Linking and Inserting Images Link to Web and Document Inserting Image In The Webpage Arranging Information In a Table Frames Forms Understanding Form Element Form Control Element Menu Control By Select Element Getting Connected and Publishing Your Website

Unit 14: Extensible Mark-up Language

Introduction Basic of XML Html Weaknesses Why XML What Is XML Structure of XML Logical Structure Physical Structure XML mark-up Document Type Declaration and Validation Styling XML for Display The XML Declaration The Root Element Structure of XML Page Valid and Waveform Documents Using Element Empty Elements Element Only Element Next Element Any Element Creating XML File File Creation Declaration In The File Command Addition In XML File Insertion of a Root Element Attribute In An Element Nested Element In XML Document Addition of Html Style Text XML and Introduction Processing XML Style sheet Basic of XSL Style sheet XSLT Template Construct View The Records of XML File

Unit 15: Computer Viruses

Introduction History of Viruses Summary History Page Why People Create Computer Virus Effect of Computer Virus What Is Virus Basic Type of Viruses Other Malicious Software Have Virus Work Replication Strategy Horse Type of Virus Virus Detection Getting a Virus Warning Signs Step to Detect Highest Risk Operating System Virus Protection Or Vaccination Home User Business User Antivirus Software