



FIRST
EDITION

Introduction to **COMPUTERS**

Advance Level



TECHSHALA
An Initiative by Angikar Paribar

THEORY

(SEMI-FINAL)

SL NO	TOPICS	CONTAINS	DAYS
1	Review of previous lessons	➤ Software and Hardware Architecture ➤ Classifications of Software ➤ Input Output device	3 (6 hrs)
2	History of Computer Generation	➤ Name, Duration of Generation, Year of invention and name of inventors ➤ Software and Hardware components ➤ I/O, storage components ➤ Programming language involved	5 (10 hrs)
3	Windows 10 operating system	➤ Special features (changes from last operating systems) ➤ Taskbar, File Explorer ➤ Windows 10 command prompt (Basic troubleshooting like file creation/deletion, folder creation/deletion, Setting up Directory location etc.)	7 (14 hrs)
4	Paint	➤ Use of paint ➤ Various parts of Paint ➤ Paint 3D	4 (8 hrs)

✧ **MOCK TEST--** CHAPTER 1 to CHAPTER 4

THEORY

(FINAL)

SL NO	TOPICS	CONTAINS	DAYS
5	Identification of Characters	➤ Special characters ➤ Numeric Characters ➤ Alphabetic Characters	3 (6 hrs)
6	Typing	➤ Keyboard Layout ➤ Proper hand placement ➤ When to use the Tab, Caps & Shift keys	5 (10 hrs)
7	Microsoft Docs	➤ Setting Font styles and Font Size, Text Effects ➤ Managing Text and Background colour ➤ Paragraph formatting ➤ Text alignment (Mid Alignment, Centre Alignment, Left Alignment, Right Alignment) ➤ Use of Speech to Text Feature in Microsoft Word ➤ Key Shortcuts (e.g. copy, paste, select bold text, select full page text, Upper to lower case /Lower to Upper case) ➤ Create List using Bullet points, Numberings) ➤ Table creation and Data insertion Row and Column wise ➤ import/Export, Save, Edit Word files	10 (20 hrs)
8	Internet Browsing	➤ Uniform Resource Locator (URL) ➤ History of Search Engines and examples ➤ Searching on Internet (Topics: Images, Organized Pages etc.) ➤ Tips for Smart Searching (using AND, OR with set of words) ➤ Introduction to Web directories (www.google.com, www.bing.com etc.)	5 (10 hrs)

✧ **MOCK TEST--** CHAPTER 5 to CHAPTER 8

PRACTICAL

(SEMI-FINAL)

SL NO	TOPICS	CONTAINS	DAYS
1	Paint	➤ Advance Drawing ➤ Scenery Drawing ➤ Computer Hardware Drawing ➤ Paint 3D	12 (24 hrs)
2	Windows 10 command Prompt	➤ Same as theory	10 (20 hrs)

PRACTICAL

(FINAL)

SL NO	TOPICS	CONTAINS	DAYS
1	Microsoft Docs	➤ Setting Font styles and Font Size, Text Effects ➤ Managing Text and Background colour ➤ Key Shortcuts (e.g. copy, paste, bold text) ➤ Create List using Bullet points, Numberings) ➤ Table creation and Data insertion ➤ import/Export, Save, Edit Word files	10 (20 hrs)
2	Typing	➤ Keyboard Layout ➤ Proper hand placement ➤ When to use the Tab, Caps & Shift keys ➤ Typing accuracy and speed ➤ Practice with Typing Master software	10 (20 hrs)
3	Internet Browsing	➤ Uniform Resource Locator (URL) ➤ Searching on Internet (Topics: Images, Organized Pages etc.) ➤ Web directories (www.google.com, www.bing.com etc.)	6 (12 hrs)

PROJECT WORK

(BEFORE SEMI FINAL)

- ✧ Annotation of Texts in Word.
- ✧ Formal Letter writing in Word. (Ex: Letter to Head Master for urgent leave, Letter to Bank Manager regarding opening a new bank account).
- ✧ Typing Accuracy test by following a random script
- ✧ Creating a personal email-id.
- ✧ How to send an email using Gmail.

(BEFORE FINAL)

- ✧ Content Searching (*Any Historic Events in Indian History e.g., Formation of Azad Hind Fauj, Swami Vivekananda and his spiritual leadership*) and stacking scripts into Word/Notepad.
- ✧ Creation/Deletion of a File using Windows Command Prompt.
- ✧ Copying/Moving a File into Destination Folder using Command Prompt.
- ✧ Reading content of a .txt file from Windows Command Prompt.