



PNP Skills- Innovative practices Report

Details of short term courses conducted

Name of course- Basic Computer Course

Resource Person(s): Prof. Chetana Patil
Prof. Mandar Patil
Prof. Romita Mane

Date- 06 September 2022

No. of Hours of course – 135 Hr

No. of students admitted total- 103

Male	Female	Total
52	51	103

No. of in house students admitted –103

Male	Female	Total
52	51	103

No. of outside students admitted –

Male	Female	Total
Nil	Nil	Nil

Total no. of students completing the course- 84

Fees of the course – Per In-house student- Free

Fees of the course – Per Outsider student- Free


Sign of

PNP Skills coordinator


Sign of

Principal


Sign of Secretary/

Management Member representative

PNP Skills- Innovative practices Report

Names of Students admitted-



Sr No	Student Name
1.	Priyanka Vijay Naik
2.	Diksha Uday Jagtap
3.	Pradnya Mahadev Bana
4.	Mrudula Milind Patil
5.	Riya Ravindra Divekar
6.	Umesh Maruti Shinde
7.	Prem Dhanaji Shilimkar
8.	Hiren H Ravariya
9.	Saurav S Hatmode
10.	Suyog S Indulkar
11.	Sufiya I Khan
12.	Daksha B Bhondva
13.	Sakshi M Dhumal
14.	Samiksha G Zaware
15.	Rudrakshi Zaware
16.	Yash Povalkar
17.	Rushikesh Patil
18.	Deepa K Jaiswal
19.	Harshada R Hogade
20.	Vihang Patil
21.	Mahesh S Gadve
22.	Ritesh D Patil
23.	Rahul Patwa
24.	Niraj Naik
25.	Sahil Rane
26.	Prem Patil
27.	Vihar Thakur
28.	Yash Rane
29.	Krutika S Patil
30.	Rutuja M Mokal
31.	Shadab A Chhapekar
32.	Vaishnavi Nagavale
33.	Akash S Thale

34.	Tanvi A Patil
35.	Janhvi Gawand
36.	Madhuri Zaware
37.	Lavesh Patil
38.	Niraj Patil
39.	Ritesh Patil
40.	Kiran Ingale
41.	Suhel Chhapekar
42.	Nayan Mhatre
43.	Shashikant Lobhi
44.	Swaraj Mhatre
45.	Vedika Pangerkar
46.	Komal Zawre
47.	Jaynath Habe
48.	Sonali N Bedekar
49.	Shital R Patil
50.	Sarita S Yadav
51.	Siddhi D Punkar
52.	Viraj D Mhatre
53.	Amrut S Kadam
54.	Samata D Zore
55.	Riddhi M Sheke
56.	Pranoti R Gaonkar
57.	Virat D Mhatre
58.	Dhananjay D Rathod
59.	Saniya Angarkar
60.	Shweta S Thakur
61.	Dhanashree V Ghart
62.	Nabhi N Jadhav
63.	Sidhhi Gaikar
64.	Vaishnavi Bhoir
65.	Archit Gaikar
66.	Deep Mhatre
67.	Riya Mulike
68.	Sejal Bhay
69.	Diksha M Mokal
70.	Purva R Patil

71.	Ayush Kadam
72.	Vedant Mhatre
73.	Tanishka Kundal
74.	Priya Rao
75.	Sejal Chavan
76.	Fiza Natekar
77.	Sarthak Raut
78.	Nikita Dhumal
79.	Shruti S Patil
80.	Payal Zaware
81.	Durvesh Rane
82.	Anil Rathod
83.	Sidharth Bhoir
84.	Bhushan Shelke
85.	Kshitij K Zaware
86.	Sujal Shelke
87.	Sanskruiti Salavkar
88.	Sant Kumar Yadav

89.	Ayush Raut
90.	Atharv Thale
91.	Sonu Vishwakarn
92.	Ayush Shevde
93.	Yash Mhatre
94.	Viraj S Joshi
95.	Dishant Gharbat
96.	Niraj Mankar
97.	Rushada Dalvi
98.	Sejal Naik
99.	Deep deenanath mhatre
100.	Sarita Yadav
101.	Tanvi patil
102.	Prem shilimkar
103.	Umesh shinde
104.	Diksha meghashyam mokal





Prabhakar Patil Education Society's
Skills Development Department

CERTIFICATE

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This is to certify that
Miss. Priyanka Vijay Naik
has successfully completed the course in
"Basic Computer"

From 6th Sept. 2022 To 22 Oct. 2022

All The Best for Future !

4th NOV 2022
DATE

Prabhakar Patil
SIGNATURE



PNP Skills- Innovative practices Report



Details of short term courses conducted

Name of course- Graphic Designing / Digital Marketing

Resource Person - Mr.Sankalp Kelkar

Mr.Harish Hire

Date- 06 November 2022

No. of Hours of course – 270 Hr

No. of students admitted total-65

Male	Female	Total
30	36	65

No. of in house students admitted –

Male	Female	Total
26	16	42

No. of outside students admitted –

Male	Female	Total
04	20	24

Total no. of students completing the course- 06

Remaining student's exams will be carried out in the month of April 2023.

Fees of the course – Per In-house student- 2000/-

Fees of the course – Per Outsider student- 2000/-


Sign of

PNP Skills coordinator


Sign of

Principal



Sign of Secretary/

Management representative

PNP Skills- Innovative practices Report

Course wise details to be attached here with

Names of Students admitted-



Sr No.	Student Name
1.	Pallvai Redij
2.	Jitshree Chougule
3.	Kadambari Patil
4.	Darshana Jage
5.	Dipti Gambhir
6.	Pritam Gandhi
7.	Amruta Naik
8.	Anuja Vartak
9.	Smita Raut
10.	Priya Sataalkar
11.	Aksahata Agrwal
12.	Anita Patil
13.	Sonali Patil
14.	Shital Patil
15.	Eknath Koli
16.	Harish Bhagwat
17.	Shubham Pandey
18.	Harshada Padalikar
19.	Nikesh Garud
20.	Mayur Garud
21.	Rohit Kantak
22.	Sarvesh Shelke
23.	Sanchita Jadhav
24.	Mamta Mhatre
25.	Mariya Pathan
26.	Vighnesh Mhatre
27.	Siddhant Mhatre
28.	Nayan Mohite
29.	Mahesh Mane
30.	Sahil Lohar
31.	Omkar Tolkar
32.	Sakshit Pujari

33.	Parth Sawant
34.	Ashfak Pathan
35.	Shruti Tandel
36.	Harsh Mhatre
37.	Vipul Patil
38.	Ranita Panchal
39.	Pruthvi Pawar
40.	Chitra Acharya
41.	Ruchi Markande
42.	Nayan Mohite
43.	Sana Ali
44.	Madhyama Thakur
45.	Priyanka Raut
46.	Dipali Raut
47.	Abhishek Gharat
48.	Rohan Chaudhari
49.	Nayan Mhatre
50.	Swaraj Mhatre
51.	Lavesh Patil
52.	Sakshi Sonavne
53.	Siddhi Patil
54.	Sahil Patil
55.	Mandar Patil (sir)
56.	kailassingh Rajput (sir)
57.	Sandhya Sapna
58.	Komal Zaware
59.	Prajwal Malushte
60.	Jitesh Patil
61.	Juilee Patil
62.	Bhumika Patil
63.	Vedika Panghekar
64.	Piyush Bhange
65.	Rutuja Patil
66.	Rutuja Gaikwad

Basic Computer Syllabus



Syllabus Outline

		Theory (hours)	Practical (hours)	Total (hours)
1	Fundamentals of computer			
2	Operating computer using GUI based operating system			
3	Microsoft Word			
4	Microsoft Excel			
5	Microsoft PowerPoint			
6	Basic Computer Repairing (Hardware)			
7	Communicating using the internet			
8	WWW and web browsers			



Detailed Syllabus

1. Fundamentals of computer

- 1.1 Introduction
- 1.2 Basic Applications of Computer
- 1.3 Components of Computer System
 - 1.3.1 Block Diagram
 - 1.3.2 Central Processing Unit
 - 1.3.3 Input Output devices
 - 1.3.3.1 Keyboard shortcuts
 - 1.3.4 Computer Memory
- 1.4 Concept of Hardware and Software
 - 1.4.1 Hardware
 - 1.4.2 Software
 - 1.4.2.1 Application Software
 - 1.4.2.2 Systems software
- 1.5 Computer languages

2. Operating Computer Using GUI Based Operating System

- 2.1 Operating System Introduction
- 2.2 Basics of popular operating system (WINDOWS)
- 2.3 The User Interface
 - 2.3.1 Task Bar
 - 2.3.2 Icons
 - 2.3.3 Menu
 - 2.3.4 Running an Application
- 2.4 Operating System Simple Setting
 - 2.4.1 Changing System Date and Time
 - 2.4.2 Changing Display Properties
 - 2.4.3 To Add or Remove a Windows Component
 - 2.4.4 Changing Mouse Properties
 - 2.4.5 Adding and removing Printers
- 2.5 File and Directory Management
 - 2.5.1 Creating and renaming of files and directories
- 2.6 Common utilities

3. Microsoft Word

- 3.1 Introduction
 - 3.1.1 Common Buttons, Tabs and Ribbons
 - 3.1.2 The Flashing Line
- 3.2 Document Navigation Tips
 - 3.2.1 Using the Slider
 - 3.2.2 Keyboard Navigation Tips
 - 3.2.3 Using Browse Objects Tools
 - 3.2.4 Selecting Text Options



- 3.13.2 Mail Merge for Envelopes
- 3.13.3 Mail Merge for Labels
- 3.14 Visual Content
 - 3.14.1 Character Spacing
 - 3.14.2 Inserting Shapes
 - 3.14.3 Inserting Images
 - 3.14.4 Using Word Art
 - 3.14.5 Using Pull Quotes
 - 3.14.6 Using Text Boxes
 - 3.14.7 Sorting Text
 - 3.14.8 Using Smart Art
- 3.15 Reviewing Documents
 - 3.15.1 Document Views
 - 3.15.2 Split Screen View
 - 3.15.3 Tracking Changes
 - 3.15.4 Collaboration Options
 - 3.15.5 Combining and Approving Changes
 - 3.15.6 Using Comments
- 3.16 Protecting and Sharing Documents

4. Microsoft Excel

- 4.1 Introduction
- 4.2 Entering, Editing and Formatting Data
- 4.3 Formatting Numbers
- 4.4 Managing Worksheets
- 4.5 Modifying Rows and Columns
- 4.6 Changing Views
- 4.7 AutoFill and Custom Lists
- 4.8 Conditional Formatting
- 4.9 Tables
- 4.10 Data Tools
- 4.11 Referencing Formulas
- 4.12 Ranges and Dates
- 4.13 Lookups
- 4.14 Conditional Logic
- 4.15 Text Formulas
- 4.16 Introduction to Charts
- 4.17 Formatting Charts
- 4.18 Adding Graphics to Spreadsheets
- 4.19 Outline, Sort, Filter, and Subtotal
- 4.20 Pivot Tables
- 4.21 Protecting Data
- 4.22 Collaboration
- 4.23 Printing
- 4.24 Outline, Sort, Filter, and Subtotal
- 4.24 Saving a Workbook
- 4.24 Macros

5. Microsoft PowerPoint

- 5.1 Introduction
- 5.2 Applying Themes and Layouts to Slides



- 3.3 Manipulating Text
 - 3.3.1 Page Layout
 - 3.3.2 Cut, Copy, Paste, Move
 - 3.3.3 Find and Replace
- 3.4 Formatting Characters
 - 3.4.1 Changing Fonts
 - 3.4.2 Typical Text Format Options
 - 3.4.3 Bullet and Numbered Lists
 - 3.4.4 Other formatting tools
- 3.5 Formatting Paragraphs
 - 3.5.1 Line Spacing
 - 3.5.2 Quick Styles
 - 3.5.3 Paragraph Marks
- 3.6 Themes and Templates
 - 3.6.1 Applying Themes
 - 3.6.2 Opening Existing Templates
 - 3.6.3 Creating Templates
 - 3.6.4 Working with Existing Content
- 3.7 Quick Parts
 - 3.7.1 Quick Parts
 - 3.7.2 Creating Quick Parts
 - 3.7.3 Quick Parts - Inserting Fields
 - 3.7.4 Quick Parts - Inserting Images
- 3.8 Preparing Documents for Printing
 - 3.8.1 Spelling and Grammar Check
 - 3.8.2 Saving a Document
- 3.9 Printing and Preview Options Organizing Content
 - 3.9.1 Creating Lists
 - 3.9.2 Creating and Formatting Tables
 - 3.9.3 Converting Text to Tables
 - 3.9.4 Table Borders and Shading
- 3.10 Tabs, Columns, and Charts
 - 3.10.1 Creating Columns
 - 3.10.2 Creating Tabular Lists
 - 3.10.3 Creating Charts
- 3.11 Links, Headers, and Footers
 - 3.11.1 Creating Web Links
 - 3.11.2 Creating Document Location Links
 - 3.11.3 Email Links
 - 3.11.4 Headers and Footers
- 3.12 References
 - 3.12.1 Bookmarks
 - 3.12.2 Captions
 - 3.12.3 Footnotes
 - 3.12.4 Citations
 - 3.12.5 Reference Styles for Research
 - 3.12.6 Research Options
 - 3.12.7 Creating Indexes
 - 3.12.8 Bibliographies
 - 3.12.9 Cross Reference Bookmarks
 - 3.12.10 Cross Reference Page Numbers
- 3.13 Mail Merge
 - 3.13.1 Mail Merge for Letters



- 5.3 Working with Objects
- 5.4 Entering, Editing, and Formatting Text
- 5.5 Outline View and Proofing Presentations
- 5.6 Adding and Reading Notes
- 5.7 Inserting Pictures, Graphics, Shapes, and Other Things
- 5.8 Charts
- 5.9 Adding Sound and Video
- 5.10 Adding Transitions and Animation
- 5.11 Working with Master Slides
- 5.12 Working with Smart Art
- 5.13 Printing, Sharing, and Exporting Slides

6. Communication using the internet

- ~~6.1~~ Basic of Computer Networks
- 6.2 Local Area Network (LAN)
- 6.3 Wide Area Network (WAN)
- ~~6.4~~ Internet
- 6.5 Concept of Internet
- ~~6.6~~ Applications of Internet
- ~~6.7~~ Connecting to the Internet
- 6.8 Troubleshooting

7. WWW and web browsers

- 7.1 World Wide Web (WWW)
- 7.2 Web Browsing Software
- 7.3 Search Engines
- 7.4 Understanding URL
- 7.5 Surfing the web

Graphics Designing and Digital Marketing



Duration: 3 months 15 days

Frequency: 3 days in a week (2 hrs. per day)

Syllabus For Graphic Designing

Introduction (2 hrs.)

- What is Graphic Design
- Industry Standards
- Software that we are using
- Application In Real Life
- Opportunities in Graphics Design

Theory Concepts (2 hrs.)

- Image File Formats
- Pixel vs Vector
- Resolution & Sizes
- Colour Models (CMYK & RGB)
- Typography

Adobe Photoshop (32 hrs.)

- Understand Photoshop Interface
- Image Editing Tools
- Importing
- Organizing Images
- Making Selections
- Layers
- using Masking in PS
- Colour Correction
- Colour & photo Retouching
- Image Adjustments
- Filters
- Liquify
- Working with Types
- Preparing,
- Saving
- Printing Images

CorelDRAW (30 hrs.)

- Introduction to CorelDraw
- Selecting Layout
- Moving Around and Viewing Drawings
- Customizing Options
- Drawing and Shaping Objects



- Selecting & Manipulating Objects
- Transforming Objects
- Outlining & Filling Objects
- Arranging Objects
- Using Layers
- Special Effects
- Working with Text
- Working with Paragraph
- Special Text Effects
- Using Symbols and Clipart
- Working with Bitmaps
- Special Page Layouts
- Printing
- Exporting Drawings

Adobe Premier Pro (24 hrs.)

- Understand Premier Pro Interface
- Video Editing Techniques
- Creating Special Effects
- Tool bar
- Motion Graphics
- Photoshop and Premier Pro

Syllabus For Digital Marketing

Introduction (2 hrs.)

- Introduction to Digital Marketing
- DM Career/ Job Roles/Salary
- Syllabus Overview
- Theory + Doubt Resolution

WordPress (8 hrs.)

- Basics of WordPress
- WordPress SEO



SEO (8 hrs.)

- Search Engines and their roles - How google works?
- SEO Basics
- On Page vs Off Page SEO
- Local SEO
- Website Audit for SEO
- Practical

Social Media and Paid Advertising (16 hrs.)

- Introduction to social media

Paid Advertising

- Social Media Ads Mastery
- Google Ads Mastery

Freelancing (2 hrs.)

- How to approach a client?
- How to write a proposal?
- How much and what to charge for your service?
- Project work
- Resume Preparation & Placement Assistance



॥ ज्ञानदीपेन भास्वतः अज्ञानतमं नाशयेत् ॥
Prabhakar Patil Education Society's
Arts, Commerce & Science College
Veshvi, Tal. Alihag, Dist. Raigad. Bin- 402209



SYLLABUS FOR
BASIC COMPUTER COURSE (BCC)

OBJECTIVE:

The course is designed to aim at imparting a basic level appreciation programme for the common man. After completing the course the incumbent is able to use the computer for basic purposes of preparing his personnel/business letters, viewing information on Internet (the web), sending mails, using Internet banking services etc. This allows a common man or housewife to be also a part of computer users list by making them digitally literate. This would also aid the PC penetration program. This helps the small business communities, housewives to maintain their small account using the computers and enjoy in the world of Information Technology.

The module on financial literacy will enable the individuals to understand the various financial services and be aware of the various schemes of Government of India.

DURATION:

36 Hours. (Theory: 10 hrs + Practical: 22 hrs. + Tutorial: 04 hrs.)

This course can also be offered as 06 days full time intensive course.

ALLOCATION OF TOTAL HOURS FOR EACH CHAPTER:

S.No.	Chapter	Theory Hours	Tutorial Hours	Practical Hours
1.	Knowing computer	1	1	1
2.	Operating Computer using GUI Based Operating System	1.5	0	4
3.	Understanding Word Processing	1.5	1	5
4.	Using Spread Sheet	1	1	4
5.	Introduction to Internet, WWW and web browsers	2	0	4
6.	Communications and Collaboration	1	0	2
7.	Making small presentation	1	1	1
8.	Financial Literacy for banking Scheme and Applications	1	0	1
	Total Hours	10	4	22

SYLLABUS OUTLINE:

1. **Knowing computer:** What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software; Concept of Computing, Data and Information; Applications of IECT; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.

2. **Operating Computer using GUI Based Operating System:** What is an Operating System; Basics of Popular Operating Systems; The User Interface, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using Menu and Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows; Using help; Creating Short cuts, Basics of O.S Setup; Common utilities.



3. **Understanding Word Processing:** Word Processing Basics; Opening and Closing documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document.
4. **Using Spread Sheet:** Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.
5. **Introduction to Internet, WWW and Web Browsers:** Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet; connecting to internet; What is ISP; Knowing the Internet; Basics of internet connectivity related troubleshooting, World Wide Web; Web Browsing softwares, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website
6. **Communications and collaboration:** Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration; Instant Messaging; Netiquettes.
7. **Making Small Presentation:** Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation / handouts.
8. **Financial Literacy for Banking Scheme and Applications:** Why savings are needed, Why save in a bank, Banking products-ATM card, Banking Instruments-Cheque, Demand Draft (DD), Banking Services Delivery Channels, Know Your Customer (KYC), Opening of bank account and documents required, Types of bank accounts, Bank's services including remittances, loan, mobile banking, Overdraft, Pension etc., Pradhan Mantri Jan Dhan Yojana (PMJDY), password security and ATM withdrawal, Insurance, Social Security Schemes-Atal Pension Yojana (APY), Pradhan Mantri Suraksha Bima Yojana (PMSBY), Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY), Pradhan Mantri Mudra Yojana (PMMY).



DETAILED SYLLABUS

1. KNOWING COMPUTER

- 1.0 Introduction
- 1.1 Objectives
- 1.2 What is Computer?
 - 1.2.1 Basic Applications of Computer
- 1.3 Components of Computer System
 - 1.3.1 Central Processing Unit
 - 1.3.2 Keyboard, mouse and VDU
 - 1.3.3 Other Input devices
 - 1.3.4 Other Output devices
 - 1.3.5 Computer Memory
- 1.4 Concept of Hardware and Software
 - 1.4.1 Hardware
 - 1.4.2 Software
 - 1.4.2.1 Application Software
 - 1.4.2.2 Systems software
- 1.5 Concept of computing, data and information
- 1.6 Applications of ICT
 - 1.6.1 e-governance
 - 1.6.2 Entertainment
- 1.7 Bringing computer to life
 - 1.7.1 Connecting keyboard, mouse, monitor and printer to CPU
 - 1.7.2 Checking power supply
- 1.8 Summary
- 1.9 Model Answers

2. OPERATING COMPUTER USING GUI BASED OPERATING SYSTEM

- 2.0 Introduction
- 2.1 Objectives
- 2.2 Basics of Operating System
 - 2.2.1 Operating system
 - 2.2.2 Basics of popular operating system (LINUX, WINDOWS)
- 2.3 The User Interface
 - 2.3.1 Task Bar
 - 2.3.2 Icons
 - 2.3.3 Menu
 - 2.3.4 Running an Application
- 2.4 Operating System Simple Setting
 - 2.4.1 Changing System Date And Time
 - 2.4.2 Changing Display Properties
 - 2.4.3 To Add Or Remove A Windows Component
 - 2.4.4 Changing Mouse Properties
 - 2.4.5 Adding and removing Printers
- 2.5 File and Directory Management
 - 2.5.1 Creating and renaming of files and directories



- 2.6 Common utilities
- 2.7 Summary
- 2.8 Model Answers

3. UNDERSTANDING WORD PROCESSING

- 3.0 Introduction
- 3.1 Objectives
- 3.2 Word Processing Basics
 - 3.2.1 Opening Word Processing Package
 - 3.2.2 Menu Bar
 - 3.2.3 Using The Help
 - 3.2.4 Using The Icons Below Menu Bar
- 3.3 Opening and closing Documents
 - 3.3.1 Opening Documents
 - 3.3.2 Save and Save as
 - 3.3.3 Page Setup
 - 3.3.4 Print Preview
 - 3.3.5 Printing of Documents
- 3.4 Text Creation and manipulation
 - 3.4.1 Document Creation
 - 3.4.2 Editing Text
 - 3.4.3 Text Selection
 - 3.4.4 Cut, Copy and Paste
 - 3.4.5 Spell check
 - 3.4.6 Thesaurus
- 3.5 Formatting the Text
 - 3.5.1 Font and Size selection
 - 3.5.2 Alignment of Text
 - 3.5.3 Paragraph Indenting
 - 3.5.4 Bullets and Numbering
 - 3.5.5 Changing case
- 3.6 Table Manipulation
 - 3.6.1 Draw Table
 - 3.6.2 Changing cell width and height
 - 3.6.3 Alignment of Text in cell
 - 3.6.4 Delete / Insertion of row and column
 - 3.6.5 Border and shading
- 3.7 Summary
- 3.8 Model Answers

4. USING SPREAD SHEET

- 4.0 Introduction
 - 4.1 Objectives
 - 4.2 Elements of Electronic Spread Sheet
 - 4.2.1 Opening of Spread Sheet
 - 4.2.2 Addressing of Cells
-



- 4.2.3 Printing of Spread Sheet
- 4.2.4 Saving Workbooks
- 4.3 Manipulation of Cells
 - 4.3.1 Entering Text, Numbers and Dates
 - 4.3.2 Creating Text, Number and Date Series
 - 4.3.3 Editing Worksheet Data
 - 4.3.4 Inserting and Deleting Rows, Column
 - 4.3.5 Changing Cell Height and Width
- 4.4 Formulas and Function
 - 4.4.1 Using Formulas
 - 4.4.2 Function
- 4.5 Summary
- 4.6 Model Answers

5. INTRODUCTION TO INTERNET, WWW AND WEB BROWSERS

- 5.0 Introduction
- 5.1 Objectives
- 5.2 Basic of Computer Networks
 - 5.2.1 Local Area Network (LAN)
 - 5.2.2 Wide Area Network (WAN)
- 5.3 Internet
 - 5.3.1 Concept of Internet
 - 5.3.2 Applications of Internet
 - 5.3.3 Connecting to the Internet
 - 5.3.4 Troubleshooting
- 5.4 World Wide Web (WWW)
- 5.5 Web Browsing Softwares
 - 5.5.1 Popular Web Browsing Softwares
- 5.6 Search Engines
 - 5.6.1 Popular Search Engines / Search for content
 - 5.6.2 Accessing Web Browser
 - 5.6.3 Using Favorites Folder
 - 5.6.4 Downloading Web Pages
 - 5.6.5 Printing Web Pages
- 5.7 Understanding URL
- 5.8 Surfing the web
 - 5.8.1 Using e-governance website
- 5.9 Summary
- 5.10 Model Answers

6. COMMUNICATIONS AND COLLABORATION

- 6.0 Introduction
- 6.1 Objectives
- 6.2 Basics of E-mail
 - 6.2.1 What is an Electronic Mail
 - 6.2.2 Email Addressing
- 6.0 Introduction



- 6.3 Using E-mails
 - 6.3.1 Opening Email account
 - 6.3.2 Mailbox: Inbox and Outbox
 - 6.3.3 Creating and Sending a new E-mail
 - 6.3.4 Replying to an E-mail message
 - 6.3.5 Forwarding an E-mail message
 - 6.3.6 Sorting and Searching emails
- 6.4 Document collaboration
- 6.5 Instant Messaging and Collaboration
 - 6.5.1 Using Instant messaging
 - 6.5.2 Instant messaging providers
 - 6.5.3 Netiquettes
- 6.6 Summary
- 6.7 Model Answers

7. MAKING SMALL PRESENTATIONS

- 7.0 Introduction
- 7.1 Objectives
- 7.2 Basics
 - 7.2.1 Using PowerPoint
 - 7.2.2 Opening A PowerPoint Presentation
 - 7.2.3 Saving A Presentation
- 7.3 Creation of Presentation
 - 7.3.1 Creating a Presentation Using a Template
 - 7.3.2 Creating a Blank Presentation
 - 7.3.3 Entering and Editing Text
 - 7.3.4 Inserting And Deleting Slides in a Presentation
- 7.4 Preparation of Slides
 - 7.4.1 Inserting Word Table or An Excel Worksheet
 - 7.4.2 Adding Clip Art Pictures
 - 7.4.3 Inserting Other Objects
 - 7.4.4 Resizing and Scaling an Object
- 7.5 Presentation of Slides
 - 7.5.1 Viewing A Presentation
 - 7.5.2 Choosing a Set Up for Presentation
 - 7.5.3 Printing Slides And Handouts
- 7.6 Slide Show
 - 7.6.1 Running a Slide Show
 - 7.6.2 Transition and Slide Timings
 - 7.6.3 Automating a Slide Show
- 7.7 Summary
- 7.8 Model Answers

8. FINANCIAL LITERACY FOR BANKING SCHEME AND APPLICATIONS

- 8.0 Introduction



- 8.1 Objectives
- 8.2 Why Savings are needed?
 - 8.2.1 Emergencies
 - 8.2.2 Future Needs
 - 8.2.3 Large expenses
- 8.3 Drawbacks of keeping Cash at home
 - 8.3.1 Unsafe
 - 8.3.2 Loss of Growth Opportunity
 - 8.3.3 No Credit Eligibility
- 8.4 Why Bank is needed?
 - 8.4.1 Secure Money, Earn Interest, Get Loan
 - 8.4.2 Inculcate habit of saving
 - 8.4.3 Remittances using Cheque Demand Draft
 - 8.4.4 Avoid risk of chit funds, sahuikars
 - 8.4.5 Documents needed for opening a bank account
- 8.5 Banking Products
 - 8.5.1 Types of Accounts and Deposit
 - 8.5.2 Types of Loan and Overdrafts
 - 8.5.3 Filling up of Cheques, Demand Drafts
- 8.6 Banking Service Delivery Channels - I
 - 8.6.1 Bank Branch, ATM
 - 8.6.2 Bank Mitra with Micro ATM
- 8.7 Banking Service Delivery Channels - II
 - 8.7.1 Internet Banking
 - 8.7.2 National Electronic Fund Transfer (NEFT), Real Time Gross Settlement (RTGS)
- 8.8 Various Schemes
 - 8.8.1 Pradhan Mantri Jan-Dhan Yojana (PMJDY)
 - 8.8.2 Social Security Schemes
 - 8.8.2.1 Pradhan Mantri Suraksha Bima Yojana (PMSBY)
 - 8.8.2.2 Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY)
 - 8.8.2.3 Atal Pension Yojana (APY)
 - 8.8.2.4 Pradhan Mantri Mudra Yojana (PMMY)
 - 8.8.3 National Pension Scheme
 - 8.8.4 Public Provident Fund (PPF) Scheme
- 8.9 Bank on your mobile
 - 8.9.1 Mobile Banking
 - 8.9.2 Mobile Wallets
- 8.10 Insurance
 - 8.10.1 Necessity of Insurance
 - 8.10.2 Life Insurance and Non-life Insurance
- 8.11 Summary
- 8.12 Model Answers



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