GenCor
Shaping Futures

Syllabus

DCA
Diploma In Computer Application

Duration:- 6 Months

- Basic Of Computer
- Typing
- MS Office
- Internet

DCA is a Computer Training for computing knowledge as a digital literacy program for all types of students who have passed 10th/12th. This course is designed for all students to learn how to operate computer with Microsoft operating system configurations, MS Office Training and Computer typing.

- **Computer Typing**
- **Introduction to Computers**
  What is Computer | Characteristics Of Computer System
  Basic Applications of Computer
- **Operating System**
  Basics of Operating System
  The User Interface
  Task Bar , Icons
  Start Menu
  Running an Application
- Operating System Simple Setting
  (Changing System Date And Time, Changing
  Display Properties
  To Add Or Remove A Windows Component
  Changing
  Mouse Properties, Adding and removing Printers)
  File and Directory Management.
- **Internetwork & Networking**
  LAN | WAN
  Concept of Internet
  Services on Internet - World Wide Web and
  Websites, Communication on Internet
  Preparing Computer for Internet Access -
  ISPs and examples (Broadband/Dialup/WiFi)
  Internet Access Techniques
  Popular Web Browsing Software
  Configuring Web Browser | Popular Search
  Engines / Search for content
  Accessing Web Browser | Using Favorites Folder
   Downloading Web Pages
  Printing Web Pages.

Computer Applications

- **MS Word**
  Opening MS Word | Menu Bar
  Using The Help | Using The Icons Below Menu
  Bar | Opening Word Documents
  Save and Save as | Page Setup | Print Preview
  Printing of Documents | Word Document Creation
  Editing Text | Text Selection
  Cut, Copy and Paste | Font and Size selection
  Alignment of Text | Formatting
  the Text - Paragraph Indenting
  Bullets and Numbering, Changing case
  Table
  Manipulation – Draw Table, Changing cell width and height
  Alignment of Text in
  cell, Delete
  Insertion of row and column
  Border and shading.
- **MS Excel**
  Opening MS Excel | Addressing of Cells | Printing
  Saving Manipulation of Cells - Entering Text, Numbers
  and Dates, Creating Text, Number and Date Series,
  Editing Excel Data, Inserting and Deleting Rows, Column,
  Changing Cell Height and Width | Function and Charts
  Using Formulas | Sorting, Filtering Tables, Macros
  Pivot Tables, Vlookup, Hlookup | What-If Analysis
  Presenting & Reporting | Conditional Format
  Data Validation Custom Views | Security Considerations
- **MS PowerPoint**
  Create a presentation
  Work with slides
  Apply character & paragraph formatting
  Work with Text & Shapes
  Duplicate, delete and move objects
  Resize, rotate and align objects
  Insert & modify pictures
  Apply design themes
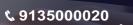 Specify slide transitions & timings
  Set up a slide show
  Preview, print & run
  presentations
- **Internet Applications**
  Getting Connected | Search Engines| Searching
  Email | Chats | Video Streaming
  YouTube | Internet Games | Upload & Down-load
  Paying Bills | Internet Banking
  Online Shopping | Online Music & Videos
  Online Reservations | Online Bookings.