Computer Basics Course

Cortex Skills Institute

Duration: 3 Months (12 Weeks)

(Fee: ₹5,000)

Course Overview

This course is designed for beginners who want to learn computer fundamentals, office applications, internet usage, and digital skills required for education, office work, and daily life.

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1. Computer Theory & Fundamentals

Topics Covered:

- Introduction to Computers
- History & Generations of Computers
- Characteristics of Computers
- Types of Computers
- Hardware & Software
- Input and Output Devices
- CPU, RAM, ROM, Storage Devices
- Operating Systems
- File Management
- Computer Applications in Daily Life
- Computer Ethics and Safety
- Basic Troubleshooting

Practical:

- Starting and Shutting Down Computer
- Managing Files and Folders
- Using Keyboard and Mouse
- Installing and Uninstalling Software
- Basic System Settings

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2. MS Word

Topics Covered:

- Introduction to Word Processing
- Creating and Saving Documents
- Text Formatting
- Paragraph Formatting
- Page Setup
- Headers and Footers
- Bullets and Numbering
- Tables
- Shapes and SmartArt
- Inserting Images
- Mail Merge
- Printing Documents

Practical:

- Resume/Bio-data
- Application Letter
- Notice & Circular
- Certificate Design
- Report Preparation

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3. MS Excel

Topics Covered:

- Introduction to Spreadsheets
- Workbook and Worksheet
- Cell Referencing
- Data Entry and Formatting
- Formulas and Functions
- Sorting and Filtering
- Charts and Graphs
- Page Setup and Printing

Functions:

- SUM
- AVERAGE
- MAX
- MIN
- COUNT
- IF
- ROUND

Practical:

- Student Marksheet
- Attendance Sheet
- Salary Sheet
- Expense Tracker
- Result Analysis

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4. MS PowerPoint

Topics Covered:

- Introduction to Presentations
- Creating Slides
- Themes and Templates
- Slide Formatting
- Images and Multimedia

H .no. 829, G no. E-51, 2nd 60 Feet Road, Molarband, Badarpur, ND-44
+91 98212 68347 | 011-44725314 | cortexskills.co

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- Animations
- Slide Transitions
- Presentation Setup

Practical:

- Educational Presentation
- Business Presentation
- Project Presentation
- Photo Slide Show

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5. Internet & Web Browsing

Topics Covered:

- Introduction to Internet
- Web Browsers
- Search Engines
- Safe Internet Usage
- Downloading and Uploading Files
- Cloud Storage Basics

Practical:

- Google Search
- Downloading Documents
- Online Forms
- Google Maps
- Google Drive

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6. E-Mail Management

Topics Covered:

- Introduction to E-Mail
- Creating Gmail Account
- Sending and Receiving Emails
- CC and BCC
- Email Etiquette
- Attachments

Practical:

- Gmail Account Creation
- Sending Professional Emails
- File Attachments
- Organizing Inbox

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7. Digital Services & Online Applications

Topics Covered:

- Online Registration Forms
- Digital Payments (UPI Awareness)
- Online Ticket Booking
- Online Shopping Basics
- Government Online Services
- PDF Tools

Practical:

- Filling Online Forms
- PDF Conversion
- Document Uploading
- Basic Online Transactions Demo

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8. Typing Skills & Productivity Tools

Topics Covered:

- Keyboard Fundamentals
- English Typing Practice
- Typing Accuracy Techniques
- Shortcut Keys

Practical:

- Speed Typing Practice
- Paragraph Typing
- Common Keyboard Shortcuts

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9. Computer Security & Maintenance

Topics Covered:

- Antivirus
- Malware & Virus Protection
- Password Security
- Data Backup
- Computer Maintenance

Practical:

- Virus Scanning
- File Backup
- System Cleanup

Course Project

Students will prepare:

- ✅ Resume in MS Word
- ✅ Student Marksheet in MS Excel
- ✅ PowerPoint Presentation
- ✅ Professional E-Mail
- ✅ Internet Research Assignment

Certificate

Computer Basics & MS Office Professional Certificate

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