



MAA SARASWATI EDUCATION

BALAJI COMPUTER

& TECHNICAL INSTITUTE – GUTHANI (SIWAN) 841435.

COMPUTER

Duration :- 01 Month

TYPING

(ENGLISH)

Module :- I Computer Fundamental

- ❖ Introduction of Computer, Monitor, CPU, Keyboard, Mouse, Printer, Binary Number System, Memory, Input, Output, Processing etc...



Module :- II Notepad

- ❖ Title Bar, Menu Bar(File, Edit, View, Format, Help), Status and Task Bar.

Module :- III WordPad

- ❖ Title Bar, Menu Bar(File Menu, Home and View Tab Menu) & Other.

Module :- IV Microsoft Word

- ❖ Creating a Document, Save and Save As, Printing, Text Selection, Undo and Redo, Cut, Copy and Paste, Alignment of Text, Bullets and Number, Change Case, Page Border, Header and Footer, Page / Background Color, Word Count, Drop Cap, Objects, Tables, Charts, Mail Merge Shortcut in MS Word etc.

Module :- VI Typing For Beginners

- ❖ Computer Typing (English).
- ❖ Exercise 1 to 30.

(Typing Work (English))

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