
















# Learn

# DCA

**Duration- 3 Months**

-  **Computer Fundamental**
-  **Operating System**
  -  **Microsoft Windows**
  -  **Linux**
-  **Microsoft Office Package**
  -  **Document Package**
  -  **Spreadsheet Package**
  -  **Presentation Package**
  -  **Database Package**
  -  **Outlook**
-  **Internet**
-  **DTP Package**
  -  **PageMaker**
  -  **Photoshop**
  -  **CorelDraw**

## Detail Syllabus

### ❖ Computer Fundamental

- Characteristics of Computers
- Input, Output, Storage units, CPU
- Central Processing Unit (Processor Speed, Cache, Memory, RAM, ROM, Booting)
- Memory (Secondary Storage Devices: Floppy and Hard Disks, Optical Disks CD- ROM, DVD, Mass Storage Devices: USB thumb drive. Managing disk Partitions)
- Input Devices (Keyboard, Mouse, joystick, Scanner, web cam)
- Output Devices (Monitors, Printers)
- Binary number system, Binary to Decimal Conversion, Decimal to Binary Conversion, ASCII Code
- Multimedia (What is Multimedia, Text, Graphics, Animation, Audio, Images, Video)
- Multimedia Application in Education, Entertainment, Marketing.
- Computer Software and Types of Computer Software
- Computer Language

### ❖ Operating System

- Introduction

- Functions of Operating System
- Types of operating system
- Microsoft Windows
  - ⇒ An overview of different versions of Windows
  - ⇒ Basic Windows elements
  - ⇒ File management through Windows
  - ⇒ System tools (Disk cleanup, Disk defragmenter)
  - ⇒ Entertainment, Games, Calculator, Paint, Notepad, WordPad
- Overview of Linux

### ❖ Word Processing

- Introduction
- Saving, Closing, Opening an existing document
- Selecting text, Editing text
- Finding and Replacing text
- Applying Bullets and Numbers
- Columns Formatting
- Page Break
- Adding Borders and Shading
- Inserting Auto shapes and Pictures
- Printing Documents
- Creating and Printing Merged Documents
- Character and Paragraph Formatting
- Page Design and Layout

- Checking and Correcting Spellings
- Handling Graphics
- Creating Tables and Charts
- Document Protection
- Working in Different Views
- Document Templates and Wizards.

### ❖ Spreadsheet Package

- Introduction
- Creating, Saving and Editing a Workbook
- Inserting, Deleting Work Sheets
- Entering data in a cell / formula
- Copying and Moving from selected cells
- Handling operators in Formulae
- Functions (Mathematical, Logical, statistical, text, financial, Date and Time)
- Use of Function Wizard
- Cell formatting
- Printing worksheets
- Charts and Graphs
- Cell data validation
- Working in Different Views
- Worksheet Protection

### ❖ Presentation Package

- Introduction
- Creating, Opening and Saving Presentations
- Creating the Look of Your Presentation
- Working in Different Views
- Working with Slides
- Adding and Formatting Text
- Formatting Paragraphs
- Checking Spelling and Correcting Typing Mistakes

- Making Notes Pages and Handouts
- Drawing and Working with Objects
- Adding Clip Art and other pictures
- Designing Slide Shows, Running and Controlling a Slide Show
- Printing Presentations

### ❖ Database Package

- Introduction
- Designing New Database
- Designing Table
- Working with Table
- Creating a Form
- Form Operations
- Different types of Queries
- Creating Reports
- Importing Data
- Additional Features

### ❖ MS Outlook

- Introduction
- Outlook Environment
- Address, Compose and Send Messages
- Message Delete & Print
- Message Reply and Forward
- Attach a File
- Managing Mail
- Move or Copy Messages to a Folder
- Scheduling Appointments
- Managing Contacts
- Managing Tasks

### ❖ Internet

- What is Networking?
- Types of Networking?
- Introduction to Internet
- Webpage and Website

- Search Engine
- Browsing
- ❖ **PageMaker**
  - Introduction
  - PageMaker Toolbox
  - PageMaker Palettes
  - Creating Documents
  - Document Operations
  - Creating and Using Templates
  - Creating and Using Frames
  - Paragraph Formatting
  - Modifying Character Attributes
  - Importing Text
  - Adding Bullets and Numbering
  - Importing Graphics
  - Editing and Cropping Images
  - Color Palette
  - Applying Fill and Stroke Color
  - Printing Document
- ❖ **Photoshop**
  - Introduction
  - Menu Bar, Status Bar and Toolbox
  - Working with Layers
  - Merging Layers and Locking Layers
  - Blending Modes, Opacity and Fill
  - Adjusting Canvas Size and Rotation
  - Creating Text, Applying Styles
  - Image Size and Resolution
  - Patch Tool Image Correction
  - Transforming of Images
  - Color Palette
  - Using Filters for Effect Render, Glass, Wood Texture
- ❖ **CorelDraw**
  - Introduction
  - The Drawing Area
  - Drawing Objects and Lines
  - Working with Text
  - Importing File
  - Modifying Objects
  - Adding a Graphic Image
  - Working with Text Object
  - Formatting Objects
  - Paragraph Text Formatting
  - Wrapping Text
  - Creating and Editing Text Style
  - Working with Templates
  - Drawing and Editing Curves and Lines
  - Inserting and Editing ClipArt from Web
  - Creating Symbols
  - Inserting Special Characters
  - Printing Options