Computer Sessions for 88th Foundation

Foundation Course
for Central Civil Services

IT Facilities for OTs

- Website on 88th FC:
  - Dissemination of Course Information
- Wi-Fi Network Facility @ Hostels
  - 5.30 PM to 9.00 AM
- Group Mailing/SMS
  - groupots88fc@hrdiap.gov.in
- Computer Lab Facility: 5:30 PM to 9:00 PM
  - Computer Lab:304 @ Admin Block (for Gents)
  - CIO Lab @ Thungabadra Block (For Ladies)
- Online feedback System

Groups for IT Sessions

- IT Class Rooms/Labs:304,305 &316 @ Admin Block

- **Group A & B**
  - Lab Room No : 316 (A01-A33)
  - Lab Room No : 304 (A34-B17)
  - Lab Room No : 305 (B18-B42)

- **Group C & D**
  - Lab Room No : 316 (C01-C33)
  - Lab Room No : 304 (C34-D17)
  - Lab Room No : 305 (D18-D42)

IT Team

☞ MIS Manager
  ☞ Smt. Anila
☞ Computer Instructors/Faculty
  ✍ Mr. K.G Ramakrishna
  ✍ Ms. Aparna Shrivastav
  ✍ Mr. Md. Khadeer
☞ Network Administrator
  ✍ Mr. Venkat Reddy
☞ System Administrator
  ✍ Mr. Bala Krishna
✍ Web Designer
  ✍ Mr. M.Prabhakar

IT Support

O Internet, Wi-Fi Support
- O Mr.Venkat Reddy, Network Administrator
- O Admin Block(1st Floor), Room no: 306
- O Intercom: 151
- O Mobile:8885552169

O System support
- O Mr.Balakrishna System Administrator
- O Admin Block(1st Floor), Room no: 306
- O Intercom: 265
- O Mobile:8885558380

O Printing
- O Smt.Savitri,
- O In-Charge, FC Secretariat,
- O Admin Block(G-Floor), Room No:235

Objectives

O Introduction to Computer

O Introduction to OS

O MS-Office 2010

    O Ms-Word

    O Ms-Powerpoint

    O Ms-Excel

    O Ms-Access

    O Ms-Project

O Introduction to Network & Internet

O Introduction to Freeware Linux

Introduction to Computers

- Basic Computer Components
- Software & Types of Software
- Memory Devices
- Mouse & Keyboard Operations
- Typing Practice
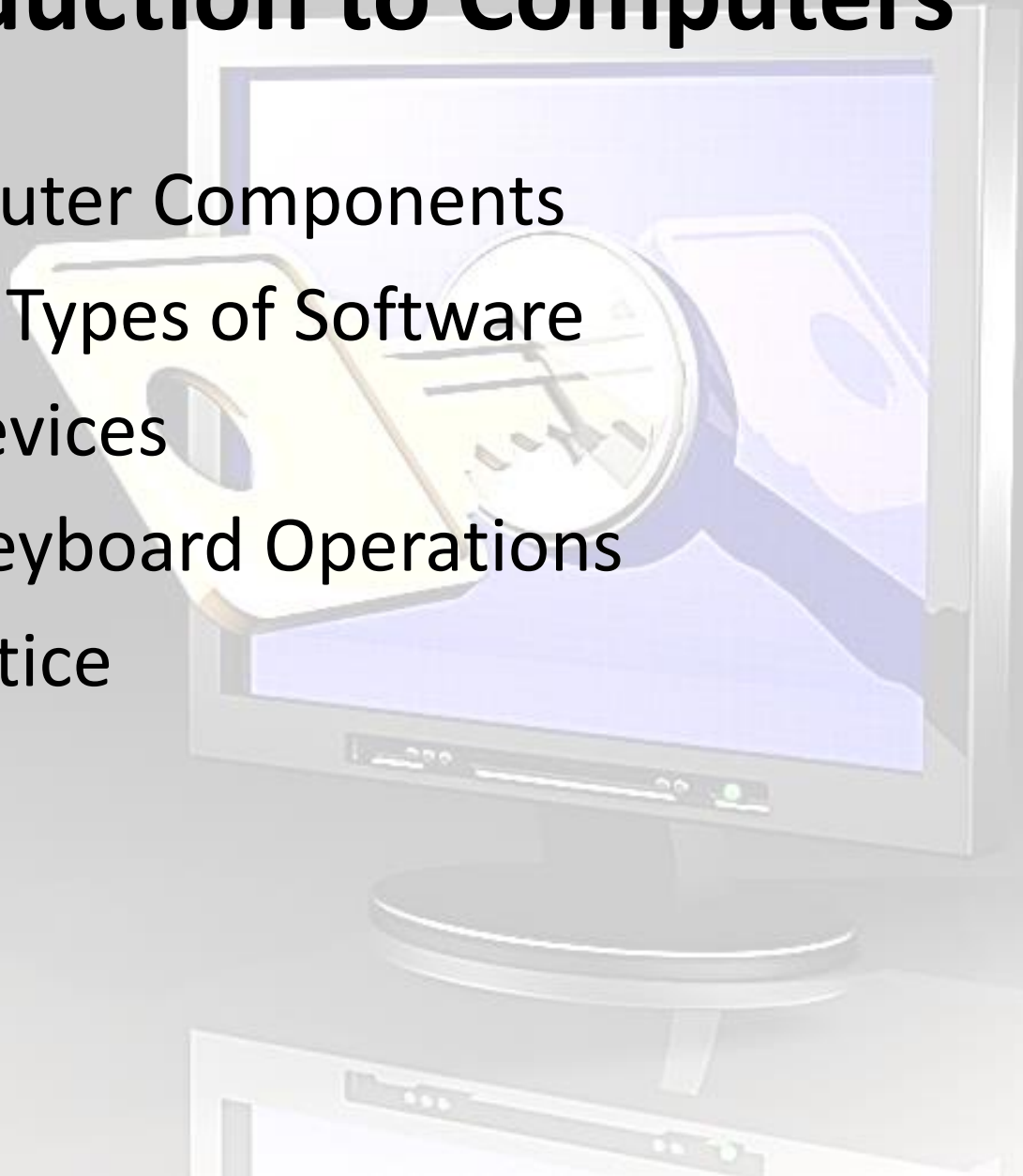
Introduction to OS (Operating System)

- Windows Operating System
- Exploring Windows 7
- Working with Folder
- Open, Save and Close a file

Introduction to MS-Word

- Word Interface
- Formatting Feature
- Working with tables
- Document Protection & Proofing
- Working with Mail Merge
- Headers & Footers
- Page setup and print

Introduction to MS-PowerPoint

- PowerPoint Interface

- Create a presentation

- Applying Designs to Presentation

- Inserting Diagrams, Charts & Clipart/Pictures

- Different Views in PowerPoint

- Transitions and Animations

- Slide Show Settings

Introduction to MS-Excel

- Excel Interface
- Define spreadsheet
- Data operations in spreadsheet
- Custom List , Validations, Conditional Formatting
- Calculations by using Functions
- Charts, Header & footer, Freeze Panes
- Pivot Table, What-if- Analysis & Consolidate
- Sort, Filter , Subtotal , Vlookup , Page setup & Print

Introduction to MS-Access

- Access Interface
- Define DBMS
- Design Tables , Fields keys
- Relationships
- Enter data in tables
- Queries on tables
- Forms & Report

Introduction to MS-Project

- Project Management
- Planning
- Scheduling
- Optimizing
- Resource allocation
- Leveling

Introduction to Network & Internet

- Different types of Network
- Topologies
- Protocol & Message travelling in networks
- Introduction to Internet
- Latest trends in communication Technology

Introduction to Freeware Linux

- Open Source technologies
- Linux OS
- Use of Linux software
- Application Package on Linux