

## Course On Computer Concepts (CCC) Syllabus

Dear Candidates, We are providing the Latest Syllabus for the Course on Computer Concepts (CCC) which helps you to prepare for your Online Exam.

The details descriptions of the Syllabus are as follows -:

### **1. INTRODUCTION TO COMPUTER**

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Introduction  
Objectives

#### **What is Computer?**

History of Computers  
Characteristics Of Computer System  
Basic Applications of Computer

#### **Components of Computer System**

Central Processing Unit  
Keyboard, mouse and VDU  
Other Input devices  
Other Output devices  
Computer Memory

#### **Concept of Hardware and Software**

Hardware  
Software  
Application Software  
Systems software  
Programming Languages

#### **Representation of Data/Information**

#### **Concept of Data processing**

#### **Applications of IECT**

e-governance

## Multimedia and Entertainment

### Summary

### Model Questions and Answers

## **2. INTRODUCTION TO GUI BASED OPERATING SYSTEM**

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Introduction  
Objectives

### **Basics of Operating System**

Operating system  
Basics of popular operating system (LINUX, WINDOWS)

### **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**

Types of files

### Summary

### Model Questions and Answers

## **3. ELEMENTS OF WORD PROCESSING**

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Introduction  
Objectives  
Word Processing Basics  
Opening Word Processing Package

Menu Bar  
Using The Help  
Using The Icons Below Menu Bar

### **Opening and closing Documents**

Opening Documents  
Save and Save as  
Page Setup  
Print Preview  
Printing of Documents

### **Text Creation and manipulation**

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

### **Summary**

### **Model Questions and Answers**

## **4. SPREAD SHEET**

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Introduction

### **Objectives**

Elements of Electronic Spread Sheet  
Opening of Spread Sheet  
Addressing of Cells  
Printing of Spread Sheet

Saving Workbooks

### **Manipulation of Cells**

Entering Text, Numbers and Dates  
Creating Text, Number and Date Series  
Editing Worksheet Data  
Inserting and Deleting Rows, Column  
Changing Cell Height and Width

### **Function and Charts**

Using Formulas  
Function  
Charts

### **Summary**

### **Model Questions and Answers**

## **5. INTRODUCTION TO INTERNET, WWW AND WEB BROWSERS**

### **Introduction**

#### **Objectives**

#### **Basics of Computer Networks**

Local Area Network (LAN)  
Wide Area Network (WAN)

#### **Internet**

Concept of Internet  
Basics of Internet Architecture

#### **Services on Internet**

World Wide Web and Websites  
Communication on Internet  
Internet Services

#### **Preparing Computer for Internet Access**

ISPs and examples (Broadband/Dialup/WiFi)  
Internet Access Techniques

#### **Web Browsing Software**

Popular Web Browsing Software  
Configuring Web Browser

## **Search Engines**

- Popular Search Engines / Search for content
- Accessing Web Browser
- Using Favorites Folder
- Downloading Web Pages
- Printing Web Pages

## **Summary**

## **Model Questions and Answers**

# **6. COMMUNICATION AND COLLABORATION**

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## **Introduction**

## **Objectives**

## **Basics of E-mail**

- What is an Electronic Mail
- Email Addressing
- Configuring Email Client

## **Using E-mails**

- Opening Email Client
- Mailbox: Inbox and Outbox
- Creating and Sending a new E-mail
- Replying to an E-mail message
- Forwarding an E-mail message
- Sorting and Searching emails

## **Advance email features**

- Sending document by E-mail
- Activating Spell checking
- Using Address book
- Sending Softcopy as attachment
- Handling SPAM

## **Instant Messaging and Collaboration**

- Using Smiley
- Internet etiquettes

## **Summary**

## **Model Questions and Answers**

## **7. APPLICATION OF PRESENTATIONS**

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- Introduction
- Objectives
- Basics
- Using PowerPoint
- Opening A PowerPoint Presentation
- Saving A Presentation

### **Creation of Presentation**

- Creating a Presentation Using a Template
- Creating a Blank Presentation
- Entering and Editing Text
- Inserting And Deleting Slides in a Presentation

### **Preparation of Slides**

- Inserting Word Table or An Excel Worksheet
- Adding Clip Art Pictures
- Inserting Other Objects
- Resizing and Scaling an Object

### **Providing Aesthetics**

- Enhancing Text Presentation
- Working with Color and Line Style
- Adding Movie and Sound
- Adding Headers and Footers

### **Presentation of Slides**

- Viewing A Presentation
- Choosing a Set Up for Presentation
- Printing Slides And Handouts

### **Slide Show**

- Running a Slide Show
- Transition and Slide Timings
- Automating a Slide Show

### **Summary**

### **Model Questions and Answers**

## 8. APPLICATION OF DIGITAL FINANCIAL SERVICES

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Introduction  
Objectives  
Why Savings are needed?  
Emergencies  
Future Needs  
Large expenses  
Drawbacks of keeping Cash at home  
Unsafe  
Loss of Growth Opportunity  
No Credit Eligibility  
Why Bank is needed?  
Secure Money, Earn Interest, Get Loan  
Inculcate habit of saving  
Remittances using Cheque Demand Draft  
Avoid risk of chit funds, sahu-kars  
Banking Products  
Types of Accounts and Deposit  
Types of Loan and Overdrafts  
Filling up of Cheques, Demand Drafts

### **Documents for Opening Accounts**

Know your Customer (KYC)  
Photo ID Proof, Address Proof  
Indian Currency  
Banking Service Delivery Channels - I  
Bank Branch, ATM  
Bank Mitra with Micro ATM  
Point of Sales

### **Banking Service Delivery Channels – II**

Internet Banking  
National Electronic Fund Transfer (NEFT), Real Time Gross Settlement (RTGS)

### **Insurance**

Necessity of Insurance  
Life Insurance and Non-life Insurance

### **Various Schemes**

Pradhan Mantri Jan-Dhan Yojana (PMJDY)  
Social Security Schemes  
Pradhan Mantri Suraksha Bima Yojana (PMSBY)  
Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY)

Atal Pension Yojana (APY)  
Pradhan Mantri Mudra Yojana (PMMY)  
National Pension Scheme  
Public Provident Fund (PPF) Scheme

**Bank on your mobile**

Mobile Banking  
Mobile Wallets

**Summary**

**Model Answers**

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