

## DEO 3 month's syllabus and notes

### **SUBJECT 1: BASIC POINTS**

Module	Topics (English)	विषय (Hindi)
1	Introduction to Computer & Laptop	कंप्यूटर और लैपटॉप का परिचय
	Parts of Computer: CPU, Monitor, RAM, SSD/HDD, Keyboard, Mouse	कंप्यूटर के भाग: सीपीयू, मॉनिटर, रैम, एसएसडी/एचडीडी, कीबोर्ड, माउस
	Booting and Startup Process	बूटिंग और स्टार्टअप प्रक्रिया
2	Operating System Installation	ऑपरेटिंग सिस्टम इंस्टॉलेशन
	How to Install Windows 10/11	विंडोज 10/11 कैसे इंस्टॉल करें
	BIOS/UEFI & Boot Menu Settings	BIOS/UEFI और बूट मेनू सेटिंग्स
	Disk Partitioning	डिस्क पार्टिशन बनाना
3	Windows Desktop and Personalization	विंडोज डेस्कटॉप और पर्सनलाइजेशन
	Taskbar, Start Menu, Wallpaper	टास्कबार, स्टार्ट मेनू, वॉलपेपर
	Themes, Colors, Display Settings	थीम्स, रंग, डिस्प्ले सेटिंग्स
4	System Settings	सिस्टम सेटिंग्स
	Time, Date & Language	समय, तारीख और भाषा सेट करना
	Power Options	पावर विकल्प (Sleep, Hibernate)
	Sound and Display Settings	साउंड और डिस्प्ले की सेटिंग्स
5	Internet and Network	इंटरनेट और नेटवर्क
	Wi-Fi & Ethernet Connection	वाई-फाई और ईथरनेट कनेक्शन
	Mobile Hotspot	मोबाइल हॉटस्पॉट से कनेक्शन
	Browser Settings	ब्राउज़र सेटिंग्स
6	Device Manager & Drivers	डिवाइस मैनेजर और ड्राइवर
	Install/Update Drivers	ड्राइवर इंस्टॉल/अपडेट करना
	Bluetooth and Printers	ब्ल्यूटूथ और प्रिंटर जोड़ना
7	File & Folder Management	फाइल और फोल्डर मैनेजमेंट
	Create, Rename, Move Files	फाइल बनाना, नाम बदलना, मूव करना

Module	Topics (English)	विषय (Hindi)
	USB/Pendrive Use	पेनड्राइव का उपयोग
8	Control Panel & Settings	कंट्रोल पैनल और सेटिंग्स
	System & Device Settings	सिस्टम और डिवाइस की सेटिंग्स
	User Accounts	यूजर अकाउंट बनाना
9	Software Installation & Uninstallation	सॉफ्टवेयर इंस्टॉल/अनइंस्टॉल करना
	Install Software from Web or CD	इंटरनेट या सीडी से सॉफ्टवेयर इंस्टॉल
	Uninstall Unwanted Programs	अनचाहे प्रोग्राम हटाना
10	System Security & Antivirus	सिस्टम सुरक्षा और एंटीवायरस
	Windows Defender, Firewall	विंडोज डिफेंडर, फायरवॉल सेटिंग
	Install Free Antivirus	फ्री एंटीवायरस इंस्टॉल करना
11	Maintenance & Troubleshooting	मेंटेनेंस और समस्या समाधान
	Disk Cleanup, Task Manager	डिस्क क्लीनअप, टास्क मैनेजर का उपयोग
	Common Issues and Solutions	सामान्य समस्याएं और उनके समाधान
12	Useful Tools & Tips	उपयोगी टूल्स और टिप्स
	Notepad, Snipping Tool, Paint	नोटपैड, स्निपिंग टूल, पेंट का उपयोग
	System Info & Keyboard Shortcuts	सिस्टम जानकारी और शॉर्टकट की

## **Subject 2 Fundamental of computer**

### **Computer Fundamentals (Hardware Concepts) -**

UNIT	Topics
UNIT-1	<p>- <b>Computer System Concepts</b> - - Advantages and Disadvantages of Computers - <b>Components of Computer System:</b> • Control Unit, ALU, Input/Output, Memory, Motherboard - <b>Generations of Computers</b> - Computer System Configurations - <b>Types of PCs:</b> Desktop, Laptop, Notebook, Palmtop, PDA - <b>Special Purpose Computers</b> - <b>Supercomputers:</b> Characteristics &amp; Areas of Use - <b>Memory Types:</b> • Primary vs Secondary Memory • RAM, ROM, PROM, EPROM - <b>Storage Devices:</b> • Magnetic Disks: HDD, Floppy Disk, Zip Drive • Optical Disks: CD, DVD, CD-R, CD-RW, DVD-RW, Blu-ray Disc • Flash</p>

UNIT	Topics
	Drives: Pen Drive, SD/MMC Cards • Solid-State Drive (SSD)
UNIT-II	- <b>Input Devices:</b> • Keyboard, Mouse, Trackball, Joystick • Scanners, Digitizing Tablet, Digital Cameras • MICR, OCR, OMR, Light Pen • Barcode Reader, QR Code Scanner • Voice Recognition Devices • Touch Screen - <b>Output Devices:</b> • <b>Monitors:</b> Types (Digital, Analog), Characteristics (Size, Resolution, Refresh Rate, Interlaced/Non-Interlaced, Dot Pitch) • Video Standards: VGA, SVGA, XGA • <b>Printers:</b> – Impact: Dot Matrix – Non-Impact: Inkjet, Laser, All-in-One • Sound Card and Speakers

### **Subject 3: PC PACKAGES (WORD, EXCEL, POWERPOINT)**

UNIT	Topics
UNIT-I	- Windows OS (8.1): Startup, Login, Logoff, Hibernate, Shutdown, etc. - Desktop Settings: Background, Screen Saver, Themes, etc. - File Operations: Create, Copy, Rename, Move, Delete - Accessories: MS Paint, Notepad, WordPad, Calculator, Media Player, Games - Control Panel & Language Settings - Disk Cleanup, Defragmenter, Windows Update - Internet: Browser Basics, WWW, URL, Search Engine, Wikipedia, News - Google Apps, Online Forms (PAN, Passport), Online Booking, eBooks
UNIT-II	- Office Suite & Software Requirements - Introduction to Office Automation - Word Processing, Spreadsheet, Presentation - Database Introduction - Comparison of Office Suites: MS Office, Apache OpenOffice, LibreOffice, Calligra, WPS Office, KOffice, Google Docs
UNIT-III	- MS Word Basics: Introduction, Menus, Ribbon, Toolbars, Buttons - Create Document: New, View, Layouts, Wizards - Text Enhancements: Fonts, Styles, Attributes - Page Formatting, Margins, Tabs, Indents, Bullets, Numbering - Headers/Footers, Tables: Add/Delete Rows & Columns, Resize/Format Table - Printing & Spell Check, Auto-format, Line Spacing, Borders
UNIT-IV	- Advanced MS Word: Spell Check, Thesaurus, Find & Replace - Columns, Symbols, Tabs, Indents, Margins, Page Setup - Section Breaks, References, Footnotes, Endnotes, TOC, Themes, Equations - Graphics: ClipArt, Shapes, SmartArt, WordArt, Images - Templates: Use, Modify - Mail Merge: Envelopes, Labels, Macros, Macro Recording/Editing
UNIT-V	- MS Excel Basics: Workbook, Worksheet, Create/Edit Sheet - Cell Formatting, Merging, Alignment, Number Formats - Functions: Math, Logical, Text - Data Handling: Sort, Filter, Charts, Insert/Delete Rows/Cols - Data Analysis: Charts, Cell Ranges, Data Bars, Sparkline, Macros

UNIT	Topics
UNIT-VI	- MS PowerPoint: New Presentation, Slides, Design, Animation - Slide Layouts, Background, Themes - Multimedia: Insert Image, Video, Audio, Charts, Tables - Presentation View, Printing Slides, Notes Master, Handouts - Outlook Express: Email Accounts, Sending/Receiving Mails

## Subject 4: internet

Unit	Topics
UNIT-I	E-governance, e-democracy, Government efforts to encourage citizen participation, PPP model, E-governance websites & services, MPONLINE services, UIDI & Aadhar, E-governance mobile apps like UMANG, Digital Locker, Digital Library.
UNIT-I	Introduction to cyber crime, types of attacks like spyware, malware, spam mail, logic bombs, denial of service, types of cyber crime like email fraud, phishing, spoofing, hacking, identity theft.
UNIT-II	E-Commerce- introductions, concepts, Advantages and Disadvantages, technology in E- Commerce, Benefits and impact of e-commerce
UNIT-II	Electronic Payment Systems: Introduction, Types of Electronic Payment Systems, RTGS, IMPS, NEFT, Payment gateway, debit & credit card, internet banking, mobile wallet, UPI, BHIM, PAYTM app, online shopping, online marketing <sup>1</sup>
UNIT-III <sup>2</sup>	Introduction to wireless communication, Blue tooth, WiFi, WiMax, LiFi, Mobile technology, 2G, 3G, 4G, 5G services, IMEI, SIM, IP Telephony, Soft phone, Voice mail, Ad-hoc & sensor networks, GIS, ISP, Mobile Computing, Cellular System <sup>3</sup> Cell, Mobile Switching office, Hands off, Base Station.
UNIT-IV	Artificial Intelligence and Expert system- Concepts of AI & Expert Systems, Merits and Demerits of Expert system, Application of Expert system and AI
UNIT-IV	Cloud computing- Introduction, types, application, services, Google play store, Apple store,
UNIT-IV	IOT- Introduction, Application & use