

ALL INDIA COMPUTER EDUCATION MISSION

A Program Initiated by HEWTECH SYSTEM (P) Ltd.

INTRODUCTION

CHAPTER: 1. Introduction of Computer

CHAPTER: 2. History & Generation of Computer

CHAPTER: 3. Classification of Computers

CHAPTER: 4. Device of Computers - Hardware

CHAPTER: 5. Device of Computers - Software

CHAPTER: 6. Networking

CHAPTER: 7. Virus

CHAPTER: 8. Programming Language & Packages

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MS-WINDOWS

CHAPTER: 1. Introduction of Windows

CHAPTER: 2. Feature of Windows

CHAPTER: 3. starting and working with Windows

- Icon
- Paint
- Notepad
- Calculator
- Control Panel
- My Computer

CHAPTER: 4. Shortcut keys of Windows

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MS-WORD

CHAPTER: 1. Introduction

CHAPTER: 2. File

CHAPTER: 3. Edit

CHAPTER: 4. View

CHAPTER: 5. Insert

CHAPTER: 6. Format

CHAPTER: 7. Tools

CHAPTER: 8. Table

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MS-POWERPOINT

CHAPTER: 1. Introduction

CHAPTER: 2. Working with PowerPoint

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MS-EXCEL

CHAPTER: 1. Introduction

CHAPTER: 2. Working with Spreadsheet

CHAPTER: 3. File

CHAPTER: 4. Edit

CHAPTER: 5. View

CHAPTER: 6. Insert

CHAPTER: 7. Format

CHAPTER: 8. Tools

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MS-ACCESS

CHAPTER: 1. Introduction

CHAPTER: 2. Overviews Access

CHAPTER: 3. Tables

CHAPTER: 4. Query

CHAPTER: 5. Forms

CHAPTER: 6. Reports

CHAPTER: 7. Pages

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INTERNET

CHAPTER: 1. Introduction of Internet

CHAPTER: 2. E-mails
