

Date : 21.06.2019

Station : Hosur

To

The Principal,
St. Joseph's College of Arts and Science for Women,
Hosur.

Respected Madam,

Sub : Seeking Permission to conduct Certificate Course for all first year students – Reg.

I hereby request your permission for the department of Computer Science to conduct Certificate Course for all the first year students on **"Hardware and MS-Office"**. The course will be conducted by our department Staff members from 01.07.2019 onwards.

HOD

Department of Computer Science
Head and Assistant Professor
Department of Computer Science
St. Joseph's College of Arts and Science for Women
SIPCOT, Hosur - 635 126.



S. Arockiarani

PRINCIPAL
ST. JOSEPH'S COLLEGE OF ARTS
& SCIENCE FOR WOMEN
Mookandapalli, Sipcot,
HOSUR - 635 126, Krishnagiri - Dist.

SYLLABUS

Hardware

Introduction to Computer Hardware: Overview of computer hardware components, Functions of the central processing unit (CPU), memory, and storage. Storage Devices and Peripherals: Types of storage devices (HDD, SSD, USB drives), Overview of input and output peripherals (keyboard, mouse, printer). Networking Basics: Understanding computer networks, Wired and wireless networking concepts. Troubleshooting Hardware Issues: Common hardware problems and troubleshooting techniques, Diagnosing and resolving hardware issues.

MS-Word

Introduction to MS Word: Overview of Microsoft Word interface, creating, saving, and opening documents. Basic Text Editing and Formatting: Text formatting, font styles, and sizes, Paragraph formatting and alignment. Document Layout and Styles: Page layout options, working with styles for consistency. Advanced MS Word Features: Tables, images, and shapes, Mail merge and document collaboration

MS-Excel

Introduction to MS Excel: Overview of Microsoft Excel interface, Creating and navigating spreadsheets. Data Entry and Formatting: Entering data and basic formatting, Cell referencing and formulas. Functions and Formulas: Understanding Excel functions, using formulas for calculations. Data Visualization with Charts: Creating and customizing charts, Data analysis with Excel charts

MS-PowerPoint

Introduction to MS PowerPoint: Overview of Microsoft PowerPoint interface, Creating and navigating presentations. Slide Design and Layout: Design principles for effective slides, Customizing slide layouts. Adding Multimedia and Transitions: Incorporating images, videos, and audio, Adding transitions and animations.

