

# COMPUTER LITERACY SYLLABUS FOR LDC/STENOGRAPHER

## 1. DOS:

~~Introduction to Computer fundamentals, Md, Cd, Rd, Copy, Delete, Type, Copy, Con, Rename.~~

## 2.1. WINDOWS:

Introduction to windows, making folders, windows explorer, WordPad, document scanning and printing; cut, copy, paste and backup of files and folders.

## 3.2. MS-WORD:

- I. File, edit, cut, copy, paste, standard tool bar, formatting, toolbar, paste special, hyper link, clear, select all, find, replace, go to.
- II. Header & Footer, page, break, date & time, auto text, symbol, picture & word art.
- III. Fonts (*including Punjabi*), paragraph, change case.
- IV. Spelling & grammar, word count, auto correct, mail merge.
- V. Table, sort.

## 4.3. EXCEL:

- I. New, open, save, (File Menu), concept of book sheet, selecting whole columns & rows.
- II. Cut, copy, paste, paste special, fill clear, delete, delete sheets, find replace, go to.
- III. Toolbar, insert cells, rows, columns.
- IV. Chart, format cells, auto correct.
- V. Spell check, sort.

## 5.4. POWERPOINT:

Introduction to PowerPoint, slideshow, insert new slide, duplicate slide, apply design & rehearse timings.

## 5. INTERNET:

Introduction to internet, opening email account, checking and sending emails, searching information, document attachments in email, using WhatsApp in browser.

20/11/22

Note: Strike through portion is not relevant, hence deleted and new additions has been highlighted with italic and underline.

ਉਪ ਖੱਬੇ ਡਿਜੀਟਾਈਜ਼ੇਸ਼ਨ/ਆਈ. ਟੀ. ਪੀ. ਐਸ. ਟੀ. ਸੀ. ਐਲ., ਪਾਟਿਆਲਾ

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