

Awareness in Computer Concept (ACC)

Detailed Syllabus

1. Introduction to Computer:

Introduction: Computer, Mobile/ Tablet and their applications, Components of a Computer System, Central Processing Unit, Common Input & Output devices, USB ports and Pen Drive, Connecting Power cord, Keyboard, Mouse, Monitor and Printer to CPU.

2. Operating a Computer System:

Introduction: Operating System and its usage, Basic Operations: Mouse (click, click and drag, double click, right click (for the context menu)), Keyboard (some of the more common letters, enter, Delete, backspace, shift, tab and arrows) Starting and Shutting Down a Computer User Interface for Desktop and Laptop, Task Bar, Icons & Shortcuts, Running an Application, Scroll Bars Using Help File and Folder Management

Types of File Extensions

3. Create, Edit and Format documents using Word Processor:

Introduction: Word Processing Basics, Opening Word Processing Package, Title Bar, Menu Bar, Toolbars & Sidebar ,Creating a New Document, Opening and Closing Documents, Opening Documents, Save and Save As Closing Document ,Using The Help, Page Setup, Print Preview, Printing of Documents, PDF file and Saving a Document as PDF file, Document manipulation & Formatting, Text Selection Cut, Copy and Paste, Font, Color, Style and Size selection, Alignment of Text, Undo & Redo

Spelling & Grammar, Shortcut Keys

4. Working with e-mail:

Introduction Structure of E-mail, Using E-mail: Opening Email account, Mailbox: Inbox and Outbox, Creating and Sending a new E-mail, Replying to an E-mail message, forwarding an E-mail message, Access email with attachments, Delete an e-mail

5. Understanding Financial Literacy and e-Governance Services

Introduction: Digital Financial Tools, Understanding OTP [One Time Password]and QR [Quick Response] Code,UPI [Unified Payment Interface], AEPS [Aadhaar

Enabled Payment System], USSD[Unstructured Supplementary Service Data],Card [Credit / Debit], eWallet, PoS [Point of Sale],Internet Banking, National Electronic Fund Transfer (NEFT),Real Time Gross Settlement (RTGS),Immediate Payment Service (IMPS),Online Bill Payment, Overview of e-Governance Services like Railway Reservation, Passport,eHospital [ORS], Accessing e-Governance Services on Mobile Using "UMANG APP".