

SYLLABUS OF COMPUTER PROFICIENCY TEST FOR TEACHERS/LECTURERS

SYLLABUS

Sr. No.	Name of Topic	Detailed list of topics to be covered
1	INTRODUCTION TO COMPUTER SYSTEM	Awareness about different aspects regarding computer hardware such as types of computers, printers, input and output devices and hardware components such as Input Devices keyboard, mouse, light pen, touch screens, graphics tablets, joystick, Microphone, Scanner, digital or web camera, card reader, barcode reader, biometric sensor; Output Devices such as Monitor or visual display unit, printer (impact or non-impact), speaker, plotter; and Secondary Storage Devices such as USB Pen Drives, floppy disks, Compact Disk (CD), Digital Video Disk (DVD), Blue Ray Disk, Solid State Drive etc.;
2	BASIC COMPUTER OPERATION	Awareness of generic steps required for setting up a computer, shutting down, logging on and off, installing and updating software packages, disabling applications from running on start-up, uninstalling a software from computer, customising desktop background, resizing windows, volume controls of computer, setting up a new printer or webcam or scanner or other peripheral devices, copying files to memory disk, undoing mistakes.
3	MS-WORD	<ol style="list-style-type: none">1. Create and save a document using MS WORD<ol style="list-style-type: none">a. Deletion of Character, Word, line and block of textb. Undo and redo processc. Moving, Copying and renaming2. Format the Text document<ol style="list-style-type: none">a. Character formattingb. Paragraph formattingc. Page formattingd. Page setup and margins settingse. Insertion and deletion of Header and Footer3. Spell check the document<ol style="list-style-type: none">a. Finding and Replacing of textb. Bookmarks and Searching for a Bookmarksc. Checking Spelling and Grammar automaticallyd. Checking Spelling and Grammar using Dictionary4. Print the document<ol style="list-style-type: none">a. Print Previewb. Print Dialog box5. Mail Merge in Ms-word<ol style="list-style-type: none">a. Create main document and data file for mail merging

		<ul style="list-style-type: none"> b. Merging the files c. From letters using mail merging d. Mailing labels using mail merging <p>6. Table creation in Ms-word</p> <ul style="list-style-type: none"> a. Create a table in the document b. Add row, column to a table c. Changing column width and row height. d. Merge, split cells of table. e. Use formulae in tables. f. sorting data in a table. g. formatting a table.
4	MS-EXCEL	<ol style="list-style-type: none"> 1. Create and save a new work book in Excel 2. Entering Data into Worksheet 3. Editing data of Worksheet 4. Formatting the text in the cells 5. Formatting the numbers in the cells. 6. Formatting cells 7. Copying format of cell along with data format. 8. Changing the height and width of cells. 9. Freezing Titles, splitting screen 10. Enter formulae for calculation in the cells. 11. Copying the formula over a range of cells. 12. Inserting built-in functions in to the cells. 13. Create graphs for the data using Chart Wizard. 14. Format graphs in Excel. 15. Printing of worksheet.
5	MS-POWER POINT	<ol style="list-style-type: none"> 1. Create and save a new presentation using MS Power Point <ul style="list-style-type: none"> ☐ layout of opening screen in Power Point ☐ the tool bars in MS Power Point 2. Choose Auto Layout for a new slide. 3. Insert text and pictures into a blank slide. 4. Insert new slides into the presentation. 5. Apply slide transition effects. 6. Slide show. 7. Set animation to text and pictures in a slide 8. Set the sounds, order and timing for animation.
6	MS-ACCESS	Creation and manipulation of data bases
7	INTERNET	<ol style="list-style-type: none"> 1. Browse the Net using Browser software (Internet Explorer, Mozilla Firefox, Google Chrome etc.,). 2. Search the Web using Search Engines. 3. Create an E-mail account. 4. Send and receive E-mail. 5. Attaching files with E-mail. 6. E-commerce transactions. 7. Web content uploading/downloading.

		8. Use of Google Forms 9. Use of Google Sheets 10. Use of Google Drive
8	OPERATING SYSTEM	1. Basics of Operating System 1.1 Operating system 1.2 Basics of popular operating system (LINUX, WINDOWS) 2. The User Interface 2.1 Task Bar 2.2 Icons 2.3 Menu 2.4 Running an Application 3. Operating System Simple Setting 3.1 Changing System Date And Time 3.2 Changing Display Properties 3.3 To Add Or Remove A Windows Component 3.4 Changing Mouse Properties 3.5 Adding and removing Printers 4. File and Directory Management 4.1 Creating and renaming of files and directories
9	SOFTWARE	Awareness regarding different aspects about computer software including software categories such as System Software, Application Software, Open Source Software; Concepts of Memory Units such as Bit, Byte, Megabyte(MB), Gigabyte (GB), Terabyte(TB) etc.
10	KEYBOARD SKILL	Typing in English and Punjabi.