

# **CCBSHN (Certificate in Computer Basic, Software, Hardware, and Networking)**

**CCBSHN (Certificate in Computer Basic, Software, Hardware & Networking) - 2 Month**

## **Introduction to Computer**

- **Generation of Computer**
- **Types of Computer**
- **CPU & Memory**
- **Input & Output Device**

## **Software**

- **Types of Software**
- **Windows 98, Windows XP, Windows 7**

## **Networking**

- **Networking Definition**
- **Types of Network: LAN, MAN, WAN**
- **Peer to Peer Network, Client Server Network**

## **Windows XP**

- **Component of Windows**
- **File management through windows**
- **Disk Cleanup, Disk Defragmenter**
- **WordPad, Notepad, Paint**

## **M.S.Word**

- **Word Processing Concepts**
- **Editing & Proofing Tools**
- **Creating Tables & Charts**

## **M.S.Excel**

- **Spreadsheet Concepts**
- **Formatting a worksheet**
- **Charts & Graphs**

## **M.S.Powerpoint**

- **Creating, Opening & Saving presentations**
- **Working with Slide**
- **Running & Controlling a slideshow**

### **Internet**

- **History of Internet**
- **Downloading, Uploading & Surfing**
- **WWW(World Wide Web)**
- **Create Email-ID**

### **English**

- **Kinds of Sentences**
- **Parts of Speech**
- **Vocabulary**

### **Accounts**

- **Accounts Definition**
- **Types of Accounts**
- **Version of Tally**
- **Create Ledger**