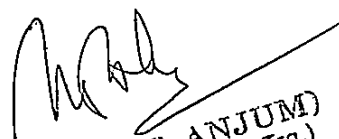


| Certificate in Using Computer (25 hrs) | | |
|--|--|-----------|
| Sno | Description | Hours |
| 1 | Fundamentals of Information Technology | 2 |
| 2 | Introduction to Windows | 2 |
| 3 | How Windows could help in Classroom | 2 |
| 4 | Creating Folders, changing desktop, screensavers | 2 |
| 5 | Using Word Processors, Spreadsheets | 4 |
| 6 | Creating interactive Presentations | 4 |
| 7 | Playing audio, video files | 2 |
| 8 | Using CDs, DVDs, Pen Drives | 2 |
| 9 | Using Web | 5 |
| | Total | 25 |


(NAYAB ANJUM)
Incharge (Edu. & Trg.)