

DOEACC SKILL CERTIFICATION
IN
Computerized Word Processing
(DCWP)

Total duration: 3 months - part time (120Hrs)

Syllabus Outline	Theory	Tutorials	Practical
1. Basics of computer	1	1	2
2 Operating Computer using GUI Based Operating System (Windows and Linux)	1	1	6
3. Word Processing using MS WORD	4	7	46
4. Word Processing using Open office Writer	2	3	25
5. Communicating using the Internet	1	2	7
6. Project on document preparation	0	1	10
Grand Total	8	12	100

Eligibility:

+2 or equivalent

Examination Pattern:

Theory and Practical examination is conducted to make an in-depth assessment of the knowledge and skills of the candidate in each of the module.

Marks for the questions/Number of questions will be distributed proportional to the hours indicated in the syllabus. Detailed guidelines will be as per general examination procedure.

Theory Examination

There will be one theory examination covering all topics.

Duration of Examination: Two Hours

Max. Marks: 100

To qualify for a pass in a paper, a candidate must have obtained at least 50% marks in the examination (D Grade).

Practical Examination

There will be one practical examination covering all topics.

Duration of Examination: Three Hours including viva-voce.

Max. Marks: 150. (80 for practical and 20 for viva and 50 for project)

To qualify for a pass in practical exam, a candidate must have obtained at least 50% marks in the practical examination including viva and project (D Grade).

Project Evaluation and Viva:

The project evaluation for all the papers will be done by the examiner along with practical examination and carries 50 marks

Pass criteria

To qualify for a pass in the course, a candidate must have obtained at least 55% marks (C Grade) aggregate in theory and practical examination.

Grade details:

- S - 85% and over (superior)
- A - 75% - 84%
- B - 65% - 74%
- C - 55% - 64%
- D - 50% - 54%
- F - Fail

General

Hours shown against each of topics are only indicative

References:

Basic reference material:

1. MS Office Online Help
2. Open Office Online Help

Recommended web sites

1. www.tutorialsforopenoffice.org
2. www.learnopenoffice.org
3. www.openoffice-support.net

Recommended Books

1. P.K. Sinha and P. Sinha, "Foundations of Computing", BPB Publication, 2008.
2. Mansfield Ron, "Working in Microsoft Office", 2008, Tata McGraw-Hill

Infrastructure required:

(By Training Institute for a batch of 10 students)

Sl No	Item	Quantity
1.	PC with Windows XP or later and Linux with internet connection	10
2.	MS office	10
3.	Open office	10
4.	UPS	(suitable for supporting 10 PCs)
5.	Printer	1

Detailed Syllabus

Unit 1: Basic Computer Concepts

1 Introduction

- 1.1 What is Computer
- 1.2 Software and Hardware
- 1.3 Hardware Components
- 1.4 Hardware Accessories
- 1.5 Operating System Software
- 1.6 Software Applications

2 Working with Computers

- 2.1 Computer Terminology
- 2.2 Starting and Stopping the Computer
- 2.3 Using the Mouse

3 Computer Tools & Utilities

- 3.1 Disk Utilities
- 3.2 Files & Directories
- 3.3 Manipulating Files & Folders
- 3.4 Working with the Windows Environment
- 3.5 Antivirus software

Unit 2: Operating Computer using GUI Based Operating System

1 What is an Operating System

- 1.1 Basics of Popular Operating Systems
- 1.2 The User Interface
- 1.3 Using Mouse
- 1.4 Using right Button of the Mouse and Moving Icons on the screen

2 Using the desktop

- 2.1 Use of Common Icons
- 2.2 Status Bar
- 2.3 Using Menu and Menu-selection
- 2.4 Running an Application
- 2.5 Viewing of File

- 3 Folders and Directories
 - 3.1 Creating and Renaming of files and folders
 - 3.2 Opening and closing of different Windows
- 4 Using help
- 5 Creating Short cuts
- 6 Basics of O.S Setup

Unit 3: MS Word

- 1 Introduction
 - 1.1 Introduction to MS Word
 - 1.2 Menus
 - 1.3 Shortcuts
 - 1.4 Document types
- 2 Working with Documents
 - 2.1 Opening Files – New & Existing
 - 2.2 Saving Files
 - 2.3 Formatting page and Setting Margins
 - 2.4 Converting files to different formats
 - 2.4.1 Importing
 - 2.4.2 Exporting
 - 2.4.3 Sending files to others
 - 2.5 Editing text documents
 - 2.5.1 Inserting
 - 2.5.2 Deleting
 - 2.5.3 Cut, Copy, paste
 - 2.5.4 Undo, Redo
 - 2.5.5 Find, Search, Replace
 - 2.6 Using Tool bars, Ruler
 - 2.6.1 Using Icons
 - 2.7 Using help
- 3 Formatting Documents
 - 3.1 Setting Font Styles
 - 3.1.1 Font selection – style, size, color etc
 - 3.1.2 Type face – Bold Italic, underline

- 3.1.3 Case settings
 - 3.1.4 Highlighting
 - 3.1.5 Special symbols
- 3.2 Setting Paragraph style
 - 3.2.1 Alignments
 - 3.2.2 Indents
 - 3.2.3 Line space
 - 3.2.4 Margins
 - 3.2.5 Bullets and Numbering
- 3.3 Setting Page Style
 - 3.3.1 Formatting
 - 3.3.2 Border & Shading
 - 3.3.3 Columns
 - 3.3.4 Header & footer
 - 3.3.5 Setting Footnotes
 - 3.3.6 Inserting manual Page break, Column break and line break
 - 3.3.7 Creating sections and frames
 - 3.3.8 Inserting Clip arts, pictures, and other files
 - 3.3.9 Anchoring & Wrapping
- 3.4 Setting Document Styles
 - 3.4.1 Table of Contents
 - 3.4.2 Index
 - 3.4.3 Page Numbering, data & Time, Author etc
 - 3.4.4 Creating Master Documents
 - 3.4.5 Web page
- 4 Creating Tables**
 - 4.1 Table settings
 - 4.2 Borders
 - 4.3 Alignments
 - 4.4 Insertion, deletion
 - 4.5 Merging
 - 4.6 Splitting
 - 4.7 Sorting
 - 4.8 Formula
- 5 Drawing**
 - 5.1 Inserting Pictures/Files etc
 - 5.2 Drawing Pictures

- 5.3 Formatting & Editing pictures
- 5.4 Grouping and ordering
- 5.5 Rotating
- 6 Tools**
 - 6.1 Word Completion
 - 6.2 Spell Checks
 - 6.3 Macros
 - 6.4 Mail merge
 - 6.5 Templates
 - 6.6 Using Wizards
 - 6.7 Tracking Changes
- 7 Multilingual Word Processing Application**
 - 7.1 Fonts (True Type Font & Open Type Font) for regional Languages
 - 7.2 Multilingual data processing tools
 - 7.2.1 Word Processors
 - 7.2.2 DTP Solutions
 - 7.2.3 SDKs for various regional languages
 - 7.3 Transliteration tools for regional language
- 8 Printing Documents**
 - 8.1 Printing Documents

Unit 4: Open office writer

- 1. Introduction**
 - 1.1 Introduction
 - 1.2 Selecting the application package
 - 1.3 Getting Started
 - 1.4 Menus
 - 1.5 Shortcuts
 - 1.6 Document types
- 2 Working with Documents**
 - 2.1 Opening and Saving Files
 - 2.2 Editing text documents
 - 2.2.1 Inserting
 - 2.2.2 Deleting
 - 2.2.3 Cut, Copy, Paste

- 2.2.4 Undo, Redo
- 2.2.5 Find, Search, Replace
- 2.3 Formatting page and Setting Margins
- 2.4 Converting files to different formats
- 2.5 Importing & Exporting Documents
- 2.6 Sending files to others
- 2.7 Using Tool bars, Ruler
- 2.8 Using Icons
- 2.9 Using help
- 3 Formatting Documents
 - 3.1 Setting Font Styles
 - 3.2 Font selection – style, size, color etc
 - 3.2.1 Type face – Bold Italic, underline
 - 3.2.2 Case settings
 - 3.2.3 Highlighting
 - 3.3 Special symbols
 - 3.4 Setting Paragraph style
 - 3.4.1 Alignments
 - 3.4.2 Indents
 - 3.4.3 Line space
 - 3.5 Margins
 - 3.6 Bullets and numbering
- 4 Setting page style
 - 4.1 Formatting page
 - 4.1.1 Page tab
 - 4.1.2 Margins
 - 4.1.3 Layout settings
 - 4.1.4 Paper tray
 - 4.2 Border & Shading
 - 4.3 Columns
 - 4.4 Header & Footer
 - 4.5 Setting foot notes and end notes
- 5 Inserting manual page break, column break and line break
- 6 Creating sections and frames
 - 6.1 Inserting Clip arts, pictures, and other files
 - 6.2 Anchoring & wrapping
 - 6.3 Setting Document styles

- 6.4 Table of contents
- 6.5 Index
 - 6.6 Page Numbering, Date and time, Author etc.
 - 6.7 Creating Master documents
 - 6.8 Web page
- 7 **Creating Tables**
 - 7.1 Table settings
 - 7.2 Borders
 - 7.3 Alignments
 - 7.4 Insertion, detection
 - 7.5 Merging
 - 7.6 Splitting
 - 7.7 Sorting
 - 7.8 Formula
- 8 **Drawing**
 - 8.1 Inserting Pictures/Files etc.
- 9 **Tools**
 - 9.1 Word completion
 - 9.2 Spell Checks
 - 9.3 Macros
 - 9.4 Mail Merge
 - 9.5 Templates
 - 9.6 Creating contents for books
 - 9.7 Creating Letters/faxes
 - 9.8 Creating web pages
 - 9.9 Using Wizards
 - 9.10 Tracking changes
 - 9.11 Security
 - 9.11.1 Digital Signature
- 10 **Printing Documents**
 - 10.1 Printing Documents

Unit 5: Communication using the Internet

- 1 **Basic Computer Networks**
 - 1.1 Local area Network (LAN)
 - 1.2 Wide Area Network (WAN)
 - 1.3 Concept of Internet

- 1.4 Applications of Internet
- 1.5 Connecting to Internet
- 1.6 What is ISP
- 1.7 Knowing the Internet
- 2 World Wide Web**
 - 2.1 Web Browsing Softwares
 - 2.2 Search Engines
 - 2.3 Understanding URL
 - 2.4 Domain name
 - 2.5 IP Address
 - 2.6 Using e-governance website
 - 2.7 Trouble shooting
- 3 Basics of electronic mail**
 - 3.1 Getting an email account
 - 3.2 Sending and receiving emails
 - 3.3 Accessing sent emails
 - 3.4 Using Emails
 - 3.5 Document collaboration
 - 3.6 Instant Messaging

Unit 6: Project

Prepare a technical report of minimum 25 pages on any topic of interest incorporating the standard documentation guidelines.