

# Karimpur Pannadevi College

Three day's workshop on "Hands on Basic Computer Workshop" for all the employees  
Attendance Sheet

Sl.	Name	Designation	Day 1 (29.05.18)	Day 2 (30.05.18)	Day 3 (01.06.18)
1	ATANU GHOSH (Dept. of History)	P.T. Lecturer			
2	ARJUN KUMAR KAR (Bengali)	P.T Teacher		ARJUN KUMAR KAR	
3	ABHILIT BISWAS (Chemistry)	Part time Teacher			
4	PASHUPATI MANDAL (Bengali)	Part time teacher		PASHUPATI MANDAL	 01/06/18
5	SUNIT KUMAR BISWAS (Bengali)	Part time lecturer.			
6	ANINDA BISWAS (Bengali)	Part time Lecturer			 1/6/18
7	BARNALI BISWAS (Philosophy)	part time teacher	B Biswas	B Biswas 30/5/18	B Biswas 1/6/18
8	MADHUMITA BISWAS (Philosophy) (CHOUHDURY)	part time teacher	M Bhoudhury	M Bhoudhury 30/5/18	M Bhoudhury 01/6/18
9	TARUN DUTTA	Non teaching Staff	Tarun Dutta	Tarun Dutta	Tarun Dutta 1/06/18
10	KASHI NATH BAGCHI	Non teaching	K Bagchi	K Bagchi	
11	Chinmay Mandal	Non teaching		Chinmay Mandal.	Chinmay Mandal 01/06/18
12	Khairul Islam	Non teaching		Khairul Islam.	Khairul Islam.
13	Kalyan Das	Non teaching			 01-06-18
14	Ananda Sengupta				
15	Krishna Ch. Ghosh	Asst. Prof.			
16	Debabrata Ghosh (Dept. of Botany)	Part time teacher		Debabrata Ghosh	

Sl.	Name	Designation	Day 1 (29.05.18)	Day 2 (30.05.18)	Day 3 (01.06.18)
17	BIKASH SINHA ROY PART-TIME TEACHER (Geography)		<i>R.S.</i> 29-05-18	<i>R.S.</i> 30-05-18	<i>R.S.</i> 01-06-18
18	AMIT KUMAR MONDAL	N.T.S	<i>Kmondal</i> 29/05/18	<i>Kmondal</i> 30/05/18	<i>Kmondal</i> 01-06-18
19	<del>AMIT KUMAR MONDAL</del>				
20	SUNIAN KANTI GHOSH	N.T.S	<i>S.K.</i> 29/05/18	<i>S.K.</i> 30/05/18	
21	AMIT KUMAR MONDAL	N.T.S			
22	<i>Khairul Islam.</i>	N.T.S	<i>K</i>	<i>K</i>	
23	SUJAY MONDAL	N.T.S	<i>S. Mondal</i> 30/5/18	<i>S. Mondal</i> 30/05/18	
24					
25					



**KARIMPUR PANNADEVI COLLEGE**  
*Presents*  
Three days  
**HANDS-ON BASIC COMPUTER WORKSHOP**  
For Teaching/Non-Teaching Staffs

**29.05.2018, 30.05.2018 & 01.06.2018**

- Knowing Computer
- Operating Computer on GUI based OS
- Hands-on instruction on understanding Word Processing & using Spreadsheet
- Introduction to Internet
- Communication & Collaboration

**Jointly Organised by**

**Department of Physics**

**Department of Mathematics**

**Department of English**

**Resourced persons:**

Dr. Samit Paul

Prof. Rahul Chowdhury

Dr. Joydeb Bhattacharyya

Prof. Kisor Baulia

**SYLLABUS FOR**  
**BASIC COMPUTER WORKSHOP**

**OBJECTIVE:**

The course is designed to aim at imparting a basic level appreciation programme for the faculty and staffs of Karimpur Pannadevi College. After completing the workshop, the incumbent will be able to use the computer for basic purposes of preparing personal/official letters, viewing information on Internet (the web), sending mails, using internet banking services etc., allowing them to be digitally competent.

**DURATION:**

15 Hours. (Theory: 4 hrs. + Practical: 11 hrs.)

**ALLOCATION OF TOTAL HOURS FOR EACH MODULE:**

S.No.	Module	Theory Hours	Practical Hours
1.	Knowing computer	1	1
2.	Operating Computer using GUI Based Operating System		
3.	Understanding Word Processing	1	3
4.	Using Spread Sheet	1	3
5.	Introduction to Internet	1	2
6.	Communications and Collaboration	0	2
	<b>Total Hours</b>	<b>4</b>	<b>11</b>

**MODULE OUTLINE:**

- 1. Knowing computer:** What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software; Concept of Computing, Data and Information; Applications of ICT; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.
- 2. Operating Computer using GUI Based Operating System:** What is an Operating System; Basics of Popular Operating Systems; The User Interface, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using Menu and Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows; Using help; Creating Short cuts, Basics of OS Setup; Common utilities.
- 3. Understanding Word Processing:** Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document.
- 4. Using Spread Sheet:** Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.
- 5. Introduction to Internet:** Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet; connecting to internet; What is ISP; Knowing the Internet; Basics of internet connectivity related troubleshooting, World Wide Web; Web

Browsing software, Search Engines; Understanding URL; Domain name; IP Address;  
Using e-governance website

## **DETAILED SYLLABUS**

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### **1. KNOWING COMPUTER**

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- 1.0 Introduction
- 1.1 Objectives
- 1.2 What is Computer?
  - 1.2.1 Basic Applications of Computer
- 1.3 Components of Computer System
  - 1.3.1 Central Processing Unit
  - 1.3.2 Keyboard, mouse and VDU
  - 1.3.3 Other Input devices
  - 1.3.4 Other Output devices
  - 1.3.5 Computer Memory
- 1.4 Concept of Hardware and Software
  - 1.4.1 Hardware
  - 1.4.2 Software
    - 1.4.2.1 Application Software
    - 1.4.2.2 Systems software
- 1.5 Concept of computing, data and information
- 1.6 Applications of IECT
  - 1.6.1 e-governance
  - 1.6.2 Entertainment
- 1.7 Bringing computer to life
  - 1.7.1 Connecting keyboard, mouse, monitor and printer to CPU
  - 1.7.2 Checking power supply
- 1.8 Summary
- 1.9 Model Answers

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### **2. OPERATING COMPUTER USING GUI BASED OPERATING SYSTEM**

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- 2.0 Introduction
- 2.1 Objectives
- 2.2 Basics of Operating System
  - 2.2.1 Operating system
  - 2.2.2 Basics of popular operating system (LINUX, WINDOWS)
- 2.3 The User Interface
  - 2.3.1 Task Bar
  - 2.3.2 Icons
  - 2.3.3 Menu



- 2.3.4 Running an Application
- 2.4 Operating System Simple Setting
  - 2.4.1 Changing System Date and Time
  - 2.4.2 Changing Display Properties
  - 2.4.3 To Add or Remove a Windows Component
  - 2.4.4 Changing Mouse Properties
  - 2.4.5 Adding and removing Printers
- 2.5 File and Directory Management
- 2.6 Common utilities
- 2.7 Summary
- 2.8 Model Answers

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### **3. UNDERSTANDING WORD PROCESSING**

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- 3.0 Introduction
- 3.1 Objectives
- 3.2 Word Processing Basics
  - 3.2.1 Opening Word Processing Package
  - 3.2.2 Menu Bar
  - 3.2.3 Using the Help
  - 3.2.4 Using the Icons Below Menu Bar
- 3.3 Opening and closing Documents
  - 3.3.1 Opening Documents
  - 3.3.2 Save and Save as
  - 3.3.3 Page Setup
  - 3.3.4 Print Preview
  - 3.3.5 Printing of Documents
- 3.4 Text Creation and manipulation
  - 3.4.1 Document Creation
  - 3.4.2 Editing Text
  - 3.4.3 Text Selection
  - 3.4.4 Cut, Copy and Paste
  - 3.4.5 Spell check
  - 3.4.6 Thesaurus
- 3.5 Formatting the Text
  - 3.5.1 Font and Size selection
  - 3.5.2 Alignment of Text
  - 3.5.3 Paragraph Indenting
  - 3.5.4 Bullets and Numbering
  - 3.5.5 Changing case
- 3.6 Table Manipulation
  - 3.6.1 Draw Table
  - 3.6.2 Changing cell width and height
  - 3.6.3 Alignment of Text in cell
  - 3.6.4 Delete / Insertion of row and column
  - 3.6.5 Border and shading
- 3.7 Summary & Model Answers

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## **4. USING SPREAD SHEET**

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- 4.0 Introduction
- 4.1 Objectives
- 4.2 Elements of Electronic Spread Sheet
  - 4.2.1 Opening of Spread Sheet
  - 4.2.2 Addressing of Cells
  - 4.2.3 Printing of Spread Sheet
  - 4.2.4 Saving Workbooks
- 4.3 Manipulation of Cells
  - 4.3.1 Entering Text, Numbers and Dates
  - 4.3.2 Creating Text, Number and Date Series
  - 4.3.3 Editing Worksheet Data
  - 4.3.4 Inserting and Deleting Rows, Column
  - 4.3.5 Changing Cell Height and Width
- 4.4 Formulas and Function
  - 4.4.1 Using Formulas
  - 4.4.2 Function
- 4.5 Summary
- 4.6 Model Answers

## **5. INTRODUCTION TO INTERNET**

- 5.0 Introduction
- 5.1 Objectives
- 5.2 Basic of Computer Networks
  - 5.2.1 Local Area Network (LAN)
  - 5.2.2 Wide Area Network (WAN)
- 5.3 Internet
  - 5.3.1 Concept of Internet
  - 5.3.2 Applications of Internet
  - 5.3.3 Connecting to the Internet
  - 5.3.4 Troubleshooting
- 5.4 World Wide Web (WWW)
- 5.5 Web Browsing Software
  - 5.5.1 Popular Web Browsing software
- 5.6 Search Engines
  - 5.6.1 Popular Search Engines / Search for content
  - 5.6.2 Accessing Web Browser
  - 5.6.3 Using Favorites Folder
  - 5.6.4 Downloading Web Pages
  - 5.6.5 Printing Web Pages
- 5.7 Understanding URL
- 5.8 Surfing the web
  - 5.8.1 Using e-governance website
- 5.9 Summary
- 5.10 Model Answers

## **6. COMMUNICATIONS AND COLLABORATION**

- 6.0 Introduction
- 6.1 Objectives
- 6.2 Basics of E-mail
  - 6.2.1 What is an Electronic Mail
  - 6.2.2 Email Addressing
- 6.3 Using E-mails
  - 6.3.1 Opening Email account
  - 6.3.2 Mailbox: Inbox and Outbox
    - Creating and Sending a new E-mail
  - 6.3.3 mail
  - 6.3.4 Replying to an E-mail message
  - 6.3.5 Forwarding an E-mail message
  - 6.3.6 Sorting and Searching emails
- 6.4 Document collaboration
- 6.5 Instant Messaging and Collaboration
  - 6.5.1 Using Instant messaging
  - 6.5.2 Instant messaging providers
  - 6.5.3 Netiquettes
- Summary
- Model Answers







# Karimpur Pannadevi College

Estd - 1968

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Ref No.....

Date...23/02/2019

From The Principal / Teacher in - Charge / Secretary

## Brief Reports of the Programmes


- A. **Professional Development of Teaching and Non-Teaching Staff:** It has been found that due to the revolutionary changes in IT sector and for the generation gap some of our teaching and non-teaching staff are not very much comfort in using the modern ICT. To cover the gap and enhanced their skill a workshop was arranged successfully on 29<sup>th</sup>-30<sup>th</sup> May and 1<sup>st</sup> June, 2018 at college smart class room. The title of the programme was "Hands on Basic Computer Workshop". 22 teachers and Non-teaching staff participated in that programme. 4 faculty members Dr. Joydeb Bhattacharyya, department of mathematics, Dr. Samit Paul( Department of Physics), Sri Rahul Chowdhury( Department of Physics) and Sri Kisor Baulia( Department of English) has acted as resource person in that programme.
- B. **Orientation Programme on CBCS for Teaching Faculty:** The University of Kalyani has directed the college to implement the new CBCS and Semester system from the 2018-2019 academic year. But our teaching faculty hardly has any idea to execute it successfully. To aware them properly the IQAC has organised a one day orientation programme on "CBCS and Semester System" on 29/11/2017. An interaction has been initiated after the deliberation where the IQAC coordinator has successfully answered the questions raised by the faculty members regarding Core course, DSE or new pattern of syllabus. It helps a lot to implement the CBCS and semester programme in our college. 27 teaching faculty members of different department have joined in the programme.

Teacher-in-Charge  
Karimpur Pannadevi College  
P.O. Karimpur, Dist. Nadia







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Department of Physics	Department of Mathematics	Department of English
Dr. Sant Paul	Dr. Jyoti Bhattacharyya	Prof. Klaus Boudia

*Resource persons:*  
Prof. Rahul Choudhury





Welcome to the  
**HANDS-ON BASIC COMPUTER WORKSHOP**  
**Knowing Computer Hardware**  
by  
**Dr. Samit Paul**  
Department of Physics,  
Karimpur Pannadevi College  
Date: 29th May 2018

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Reverenced persons:



