

Care for Your Future with Caring Studies

Certificate in Information Technology

CITA, MODULE – I (With Project)

1) IT Fundamentals

- Evolution of Computers & Its Systems.
- EDP**, Hardware & Software Concepts.
- Block Diagram of a Computer System with detailing about all devices(**IPO & Memory**)
- Monitor, Printer, Scanner, Storage Media (Internal Structure of HDD, Floppy, Pen drive, CD & DVD)
- Classification of **Software & System Software**.

2) Operating System

- Function of OS, Windows 7/10.
- Types of OS
- Booting (Cold & Warm)
- File & Directory / Folder Creation, Copy, Move, Delete, **Using Pen drive for data transfer**.
- Use of Icons (Computer, Recycle Bin, Start Menu Bar, Taskbar, System Tray, Control Button, MyDocument, **Network**, Internet Explorer)
- Application Software, Utility Software
- Desktop & Screen Saver Setting

3) Microsoft Office

- WORD PROCESSING** Using MS WORD
- Working with **SPREADSHEET SOFTWARE** Using MS EXCEL
- POWER POINT PRESENTATION** Using MS POWER POINT

4) Internet

- Use of **Internet, Intranet, Extranet**
- Device Concept (**CABLE, MODEM, ROUTER, ISP, LAN, MAN, WAN**)
- E-Mail Id Creation, Send & Received Mail, Upload, Download, Chatting, Browsing etc

