

- ALL COMPUTER COURSES
 - ENGLISH LANGUAGE COURSES
 - TUITION NURSERY TO 10TH (ALL SUBJECTS)
- WEBSITE: <https://learninghubshahabad.in>

Basic Computer Course Syllabus (Hinglish)

Module 1: Introduction to Computers

- **Computer Kya Hai?**
 - Computer ka definition
 - Computer ke parts: CPU, Monitor, Keyboard, Mouse, etc.
 - Different types of computers (Desktop, Laptop, Tablet, etc.)
 - **Basic Computer Terminology**
 - Input/Output Devices
 - Hardware aur Software ka difference
 - Storage Devices (HDD, SSD, USB, etc.)
 - **Computer History & Evolution**
 - Computer ka history aur evolution: Mainframes se lekar personal computers tak.
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Module 2: Operating System Basics (Windows)

- **Operating System (OS) ka Introduction**
 - OS kya hota hai?
 - Windows ka role as an Operating System
 - Desktop, Taskbar, Start Menu, aur Icons ka use kaise karein
 - **File Management**
 - File Explorer ko samjho
 - Files/Folders create, rename aur delete kaise karein
 - Copy, Paste aur Move karna
 - **System Settings**
 - System settings change karna (Date, Time, Theme)
 - Control Panel aur Settings app ka difference
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- **Basic Troubleshooting**

- Agar computer nahi chal raha toh kya karein?
 - Updates check karna
 - Task Manager ka use (Programs close karna)
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Module 3: Microsoft Office Suite

- **Microsoft Word (Basic)**

- Document create, save aur print karna
- Basic Formatting (Bold, Italic, Underline, Font Size, etc.)
- Images aur Tables insert karna

- **Microsoft Excel (Basic)**

- Spreadsheet create karna
- Basic Formulas (Sum, Average, etc.)
- Cell formatting aur Basic Charts banana

- **Microsoft PowerPoint (Basic)**

- Presentation create aur edit karna
 - Slides, Text, aur Images add karna
 - Basic Transitions aur Animations add karna
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Module 4: Internet and Web Browsing

- **Internet Kya Hai?**

- Internet ka basic introduction
- Browser ka use (Chrome, Edge, Firefox)
- Google pe search karna

- **Web Browsing Basics**

- Websites kaise open aur close karein
 - Tabs ka use aur websites ko bookmark karna
 - Files aur Documents download karna
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- **Email aur Online Communication**

- Email kaise create aur send karein (Gmail, Yahoo, Outlook)
 - Files kaise attach karein
 - Emails ka reply kaise karein
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Module 5: Cyber Security & Safety

- **Cyber Security Basics**

- Antivirus ki importance
- Scams aur phishing emails ko kaise identify karein
- Strong password practices kya hain?

- **Privacy aur Data Safety**

- Apni personal information ko online kaise protect karein
 - Safe browsing practices
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Module 6: Basic Troubleshooting and Maintenance

- **Computer Maintenance**

- Disk Cleanup aur Defragmentation kaise karein
- Software aur Drivers ko update karna
- Disk Management tools ka use kaise karein

- **Troubleshooting Basic Issues**

- Agar computer start nahi ho raha toh kya karein?
 - Printer issues kaise solve karein
 - Computer slow ho raha hai, toh kya karen?
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Module 7: Introduction to Social Media and Digital Literacy

- **Social Media Platforms**
 - Facebook, Instagram, WhatsApp jaise platforms ka introduction
 - Social Media ki privacy settings kaise change karein
 - **Digital Literacy**
 - Online shopping kaise safely karein
 - Digital payments (UPI, PayTM, etc.) ka use kaise karein
 - E-Governance aur Digital India services ka introduction
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Module 8: Conclusion and Certification

- **Course Recap**
 - Sabhi modules ka review
 - Hands-on practice session
 - Final Exam (Practical aur Theoretical)
- **Course Completion Certificate**
 - Jo students successful honge unko certificate milega