

Sri Sai Solutions Point

Computer Training Institute

Schedule of Courses of D.C.A

www.srisaiinstitute.co.in Contact:- 9286399785

1- First Step:-

Power On

Basic Components of Windows-

My Computer, My Documents, My Network Place, Recycle Bin, Start Button,
Taskbar, Quick Launch Toolbar, Clock, Windows, Title Bar, Scrollbar, Restart,
Log Off / Shutdown

Desktop:-

It is background area of screen

Change the Desktop Theme

Change Desktop Background

Photo Browse Option

Position Option

Color Option

Change the Screen Saver

Screen Saver / Text

Setting

Preview

Time Duration

Change the Appears

Change the Screen Resolution

2- Second Step :-

Control Panel

Mouse – Switch Primary and secondary button, Speed
Pointer
Pointer Options

Keyboard

User Account

Date & Time

Sound

Add & Remove

3- Third Step:-

Create a Folder

Change Folder Icon

Copy – Paste file in Folder

Rename File & Folder

Deleted Files & Folder

Restore a Deleted Files & Folder

4- Fourth Step:-

Working with WordPad (7 Days)

Word Pad Option

5- Working with Paint

Paint Option

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6- M.S. Office

Word

Project work of MS Word

Excel

Project work of Excel

Power Point

Presentation of Power Point

7- D.T.P.

PageMaker

Photoshop

CorelDraw

8- Tally

Final Accounting in Tally

9- Internet

10-Programming Language

HTML or C, C++