



CCC Syllabus With AI Tools

(Course on Computer Concepts)

1. Introduction to Computer

- 1 Computer Basics
- 2 Types of Computers
- 3 Hardware & Software
- 4 Input / Output Devices
- 5 Memory Units

2. Operating System

- 1 Windows Basics
- 2 File & Folder Management
- 3 Control Panel
- 4 Basic System Tools

3. LibreOffice Writer

- 1 Document Creation & Editing
- 2 Text Formatting
- 3 Insert Table & Images
- 4 Page Setup
- 5 Mail Merge

4. LibreOffice Calc

- 1 Spreadsheet Basics
- 2 Data Entry
- 3 Basic Formulas (SUM, AVERAGE)
- 4 Charts & Graphs

5. LibreOffice Impress

- 1 Creating Presentation
- 2 Slide Design
- 3 Animation & Transition
- 4 Slide Show

6. Internet & Email

- 1 Internet Basics
- 2 Web Browsing
- 3 Email (Send, Receive)
- 4 Search Engines

7. Digital Financial Tools

- 1 UPI & Digital Payments
- 2 Internet Banking
- 3 Online Bill Payment
- 4 Government Services

8. Cyber Security

- 1 Cyber Safety Basics
- 2 Password Protection
- 3 Phishing & Malware
- 4 Safe Internet Use

9. Practical

- 1 Typing Practice
- 2 LibreOffice Practice
- 3 Internet Usage

Exam Pattern

- 1 Online Test (MCQ ■■■■■■)
- 2 100 Questions
- 3 No Negative Marking
- 4 Passing Marks: 50%

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