

**DEPARTMENT OF HINDI**

**COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY**

**COMPUTER AIDED LANGUAGE TRAINING IN HINDI**

**(DURATION : 8 WEEKS IN 8 MODULES)**

**SYLLABUS**

**MODULE :1 - COMPUTER FUNDAMENTALS**

**\*Introduction to Computer\*History of Computer\*Components of Hardware Peripherals\* Concept of Operating System- Windows XP\*Exploring and configuring the Windows XP\*Desk Top Environment-Customize the Desk Top , Start Menu ,Task Bar etc.\*Configuring and Migrating Files, Folders and Settings\* Accessibility Settings \*Features of Windows .**

**MODULE :2 - MS WORD**

**\*Creating, organizing and formatting Contents\* Collaborating – Merge,Insert, View, Edit,Track Mode etc.\* Formating and Managing Documents\* Create and Run the Mail Merge.**

**MODULE :3 MS EXCEL**

**\*Creating , Analizing and Formatting Data and Content\* Collaborating-Insert,View,Edit etc.\* Managing Work Book\* Creating the Various Types , Charts\* Create and Run Macros\* Data Base Operations.**

**MODULE :4 MS POWER POINT**

**\*Creating and Formatting Content\*Collaborating-Track, Edit, Add, Delete Comments, Merge \* Managing and Delivering Presentations., Sharing Documents and Attachments**

**MODULE :5 INTERNET**

**\* Opening Websites and Downloading Data from them\* Understanding Concepts of URL\* Creating and Opening an e-mail account\* Receiving and Sending e-mails with attachments\* Receiving and sending Datas through Social Websites\* Searching Informations on Internet.**

**MODULE :6 HINDI SOFTWARES AND FONTS**

**\* Kruti Dev-Leap Office-Micro Soft Indic Language Tool, Hindi Unicode, Hindi Indic IMI, ISM,Lipikar, Sonma Type.**

**MODULE :7 HINDI COMPUTING**

**\*Using the Proper Key Board Techniques\* Improve Speed and Accuracy while Key Boarding \* Identify and Correct Common Typing Errors**

**MODULE :8 EXTENDED TRAINING AND LAB PRACTICALS**

**REFERENCES**

- Vijayalakshmi Malhotra : Computer ka Bhashik Anuprayog  
Vaniprakashan 2003.
- Radhesyam Sharma : Jansanchar  
Hindi book centre ,New DELHI 2001.
- HariMohan : Computer aur Hindi  
Takshashila Prakashan 2010.
- Pankaj : Bharat Mein Suchana Proudhyogiki ka Vikas  
Sanskar sahitya,New Delhi-2008