

*Syllabus for*  
**Certificate In Information Technology Application(CITA)**

1. **FUNDAMENTALS OF COMPUTER AND OPERATING SYSTEM** 2 hrs.
  - **FUNDAMENTALS OF COMPUTER**
    - a) What is computer?
    - b) Computer Software and Hardware.
    - c) Central Processing Unit, Input and Output device. What is Memory?.
  - **OPERATING SYSTEM (WINDOWS XP)**
    - a) Introduction, Desktop features, Folder creation etc.
    - b) Taskbar features, Explorer.
  - **PAINT**
  
2. **MS-WORD** 6 hrs.
  - a) Introduction of MS-WORD.
  - b) Creating, Editing, Printing.
  - c) Page layout, Formatting text and paragraph.
  - d) Checking Spelling, Grammar etc.
  - e) Bullets and Numbering.
  - f) Insert Symbols, Borders and shading, Drop Cap.
  - g) Creating and modifying tables, Header and Footer.
  - h) Word art, Drawing.
  
3. **MS-EXCEL** 6 hrs.
  - a) Introduction of MS-EXCEL.
  - b) Creating , Editing, Printing, Page layout, Formatting text.
  - c) Calculate Sum, Average , Grade calculation etc.
  - d) Sort.
  - e) Creating and generating Chart Using Datasheet or Wizard.
  
4. **INTERNET** 2 hrs.
  - a) Create e-mail ID.
  - b) Web Browsing and Searching.
  
5. **OVERALL SYLLABUS REVISION.** 2. hrs
  
6. **FINAL EXAM.** 2. hrs