

# DIGICOM COMPUTER APPLICATIONS

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## Module 1: Computer Fundamentals

- Introduction to Computers
- History and Generations of Computers
- Types of Computers
- Hardware and Software
- Input and Output Devices
- CPU and Memory
- Storage Devices
- Number System
- Computer Languages

## Module 2: Operating System

- Windows Operating System
- File and Folder Management
- Control Panel
- Device Management
- Installing Software
- System Utilities
- Keyboard Shortcuts

## Module 3: Microsoft Office

### MS Word

- Document Creation
- Formatting
- Tables
- Mail Merge
- Headers & Footers
- Printing

### MS Excel

- Worksheets
- Cell Formatting
- Formulas
- Functions
- Charts
- Sorting & Filtering
- Pivot Tables (Basics)

## MS PowerPoint

- Creating Presentations
- Themes
- Animations
- Transitions
- Slide Show

## Module 4: Introduction to Microsoft Outlook

- Overview of Outlook
- Outlook Interface
- Setting Up an Email Account
- Outlook Navigation

## Module 5: Email Management

- Compose and Send Emails
- Reply, Reply All, and Forward
- Attach Files and Images
- Email Signatures
- Save and Print Emails

## Module 6: Organizing Emails

- Create Folders
- Move and Delete Emails
- Archive Emails
- Search Emails
- Categories and Flags

## Module 7: Contacts

- Create and Edit Contacts
- Contact Groups
- Import and Export Contacts

## Module 8: Calendar

- Create Appointments
- Schedule Meetings
- Invite Attendees
- Recurring Events
- Calendar Views

## Module 9: Tasks and Notes

- Create Tasks
- Set Priorities and Due Dates
- Mark Tasks Complete
- Create and Manage Notes

## Module 10: Outlook Productivity Tools

- Rules and Filters
- Quick Steps
- Auto Reply (Out of Office)
- Email Templates
- Focused Inbox

## Module 11: Backup and Security

- PST and OST Files
- Export and Import Mailbox
- Password Protection
- Spam and Phishing Protection

## CorelDRAW Syllabus

### Module 12: Introduction to CorelDRAW

Understand the CorelDRAW interface, workspace customization, drawing tools, object selection, and basic editing techniques.

### Module 13: Drawing and Object Editing

Learn to create and modify shapes, use the Pen and Bezier tools, apply fills and outlines, work with layers, and perform object transformations.

### Module 14: Text and Graphic Design

Create artistic and paragraph text, use typography tools, apply text effects, import images, and work with clipart and vector graphics.

### Module 15: Advanced Design Techniques

Explore color management, transparency, blends, contours, Power clip, mesh fill, bitmap tracing, and special effects for professional-quality designs.

### Module 16: Print, Export, and Projects

Prepare artwork for print, export designs in various formats (PDF, PNG, JPG, SVG), and create practical projects such as logos, business cards, brochures, flyers, banners, and social media graphics.

## Tally Prime (GST) Syllabus

### Module 17: Introduction to Tally Prime

Learn the Tally Prime interface, company creation, company features, accounting concepts, and data management.

### Module 18: Masters and Accounting

Create ledgers, groups, stock items, units of measurement, price lists, and record accounting vouchers including receipts, payments, purchases, and sales.

### Module 3: GST in Tally Prime

Enable and configure GST, create GST-compliant ledgers, record intra-state and inter-state transactions, generate GST invoices, and understand input/output tax.

### Module 4: Inventory and Business Reports

Manage inventory, stock transfers, purchase and sales orders, and generate financial reports such as Trial Balance, Profit & Loss Account, Balance Sheet, GST reports, and stock summaries.

### Module 5: Banking, Payroll, and Data Management

Perform bank reconciliation, manage payroll basics, create backups and restore data, import/export data, and prepare practical business accounts using Tally Prime.