

DEPARTMENT OF LIBRARY & INFORMATION SCIENCE
BLISc. – SKILL ENHANCEMENT COURSE
COURSE: BASIC COMPUTER SKILLS (PRACTICALS)

Study centre	Theory Sessions	IT Practicals	IT Practical Examination
Hyderabad	20 May-27 May 2018 10.30am - 5pm	8 batches 1. 02317170602- 02317170652 2. 02317170653-02317170703 3. 02317170704-02317170754 4. 02317170755-02317170805 5. 02317170806-02317170856 6. 02317170857-02317170907 7. 02317170908-02317170958 8. 02317170959-02317170985	1-4 th June 2018
All Other Study Centres	20 May-27 May 2018 10.30am - 5pm	20 May-27 May 2018 10.30am - 5pm	1-4 th June 2018

TIME TABLE

Hyderabad Study Centre (023) -

Date	Batch	Exam
20.05.2018	02317170602- 02317170652	01.06.2018 – 10.30-12.30
21.05.2018	02317170653-02317170703	01.06.2018 – 2.00- 4.00
22.05.2018	02317170704-02317170754	02.06.2018 – 10.30-12.30
23.05.2018	02317170755-02317170805	02.06.2018 – 2.00- 4.00
24.05.2018	02317170806-02317170856	03.06.2018 – 10.30-12.30
25.05.2018	02317170857-02317170907	03.06.2018 – 2.00- 4.00
26.05.2018	02317170908-02317170958	04.06.2018 – 10.30-12.30
27.05.2018	02317170959-02317170985	04.06.2018 – 2.00- 4.00

Note: Students other than Hyderabad StudyCentre are informed to contact with your study centre Head for Practical Classes and examination dates(Schedule).

B.L.I.Sc. Programme
Basic Computer skills (Practicals) (SEC)
Syllabus

Block-I: BASIC COMPUTER SKILLS

- Unit-1 : Introduction to Computers
- Unit-2 : Operating System

Block-II MS-OFFICE

- Unit-3 : Word Processing – MS-WORD
- Unit-4 : Working with Microsoft Excel
- Unit-5 : Working with MS-POWER POINT

Block-III INTERNET, EMAIL & SOCIAL MEDIA

- Unit-6 : Internet & E-mail
- Unit-7 : Search Engines
- Unit-8 : Google Products, Tools and Services

- Unit-9 : Social Media

Important Topics to be covered in Practicals – SECTION-B

1. Designing an invitation in MS-Word using all formatting options
2. Sending letters to multiple recipients using Mail Merge
3. Creating Table and calculation of sum, average, percentage in MS-Excel
4. Preparing charts or graphs in MS-Excel
5. Preparing a simple powerpoint presentation
6. Searching Google Books and Google Scholar sites and saving the results.