

# CODELYNX EDUCATION

## CCC (COURSE ON COMPUTER CONCEPT) SYLLABUS (2026)

### **1- Computer Fundamentals (Introduction to Computer System)**

- What is a Computer?
- Generations of Computer
- Hardware and Software
- Input / Output Devices
- CPU (ALU, CU)
- Memory (RAM, ROM)
- Number System (Binary Basics)
- Shortcut Keys

### **2- Operating System (Windows/Linux Basics)**

- What is Operating System?
- Functions of OS
- Windows Desktop
- File & Folder Management
- Control Panel
- Install / Uninstall Software

### **3- Internet & Digital Services**

- Internet Basics
- Email (Create, Send, Attachments)
- Search Engine
- Digital Payments (UPI)
- Online Forms
- Cyber Security Basics

### **4- LIBRE OFFICE WRITER (Word Processing)**

- Writer Interface
- Create / Save Document
- Text Formatting
- Paragraph Formatting
- Bullets & Numbering
- Insert Table

- Page Setup
- Header & Footer
- Mail Merge

**Practical-**

- Resume
- Official Letter
- Bio-Data

**5- LIBRE OFFICE CALC (Spreadsheet)**

- Rows & Columns
- Basic Formulas
- SUM, AVERAGE
- IF Function
- Percentage
- Sorting & Filtering
- Charts

**Practical-**

- Mark sheet
- Salary Sheet
- Sales Report

**6- LIBRE OFFICE IMPRESS (Presentation)**

- Slide Layout
- Themes
- Insert Image
- Animation & Transition
- Slide Show

**Practical-**

- 5–7 Slide Presentation

**7- IT Awareness & Cyber Security**

- Digital India
- e-Governance
- Online Banking
- Cyber Crime Awareness
- Virus & Malware



- Data Backup
- Strong Password

## **8- MS OFFICE**

- MS Word
- MS Excel
- MS Power Point Presentation

