

Based on 'CCC' Revised Syllabus

COURSE ON COMPUTER CONCEPTS

Third Edition

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ASTHA PUBLICATIONS

17-A, Jems Bagichi, Vidhyadhar Nagar, Jaipur (Rajasthan)

Published by:

ASTHA PUBLICATIONS

17-A, Jems Bagichi, Vidhyadhar Nagar, Jaipur-302023

Phone Lines: 9887871616, 7220000720

E-mail: asthapublications@Yahoo.com

Website: www.asthapublications.com

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Third Edition: 2024

ISBN: 978-81-958641-7-1

SKU ID : CCCB250ENG464E3

MRP: ₹ 250/- (Two Hundred Fifty Only)

For any clarification regarding this book, the student may please write to Astha Publications giving the above reference number for this including chapter number and page number. While every possible care has been taken in typesetting and printing this book, publisher welcomes suggestions from students for improvement in future editions.

Registered Office: B-45, Ganesh Colony, Pilani-333031 (Rajasthan)

Preface

Today's most work of our life has complete with the help of computer, internet, mobile and others digital financial services. Today, you can sent the information easy and quickly anywhere in the world with the help of internet. Beside this, you can also access the data and information about any subject with the help of internet. For this it is necessary, you have basic knowledge of computer, Internet and digital financial tools. To increase the digital literacy, government and many non-government organization launch the some programs. CCC is also a digital literacy program that is managed and run by NIELIT (National Institute of Electronics and Information Technology).

The syllabus of CCC program is divide into 9 parts. Each parts of this course describes a special topic. This book also divide into 9 parts as per syllabus, such as Introduction of computer, operating system with Ubuntu, LibreOffice, Internet and world wide web, Email, Social networking site, e-governance, digital financial tools, Future skills and Cyber Security etc. Each topic of this book have theory and questions (Multi choice questions). Shortcut keys, Full form of IT, Computer components, Sample question paper are also manage at the end of Book.

Dear Learners, I hope that this book help you for preparation of CCC exam and other exams. If you found some problems in this book, tell us or send the details of error to our email address that is given at the second page of this book. Beside this, you can give any advise about this book or topics.

Rakesh Sangwan

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