

IT Tools and Network Basics

Based on NIELIT 'O' Level Revised Syllabus for M1-R5

Second Edition

**Author
Rakesh Sangwan**

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Preface

Today most of our work of life are completed with the help of computer, internet, mobile and others digital financial services. Today, you can sent the information easily and quickly anywhere in the world with the help of internet. Besides 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. 'O' Level is also a digital literacy program that is managed and run by NIELIT (National Institute of Electronics and Information Technology).

The book is based on the syllabus of first paper (M1-R5: IT Tools and Network Basics) of 'O' Level Program. This book is divide into 9 parts and each part of this book describe a special topic as per the syllabus of IT Tools and Network Basics program, such as Introduction of computer, operating system with Ubuntu, LibreOffice, Knowledge of 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 has multiple choice questions (MCQ). Some important questions of these topics are given at the end of the book as "Model Test Paper". Shortcut keys, IT Full form, are also given at the end of book.

We express our sincere thanks to the learns for their valuable suggestions for improving the quality of the book. Suggestions for further improvement of the book will be thankfully received and acknowledged.

Author

IT Tools and Network Basics

Introduction

The module is designed to equip a student to use computers for professional as well as day to day use. It provides theoretical as well as in-depth knowledge of Software/packages.

Objectives

After completing the module, the incumbent will be able to:

- Identify the basic components of computers and Understand file management.
- Create documents using word processor, spreadsheet & presentation software.
- Understand computer networks and browse the Internet, content search, email.
- Use e-Governance applications and improve existing skills & learn new skills.
- Understanding Social Networking platform
- Using the Internet for Digital Financial services
- Develop knowledge about Future Skills
- Understand the various financial services and aware of the various Government schemes started by Government.

Duration

120 Hours - (Theory: 48hrs + Practical: 72 hrs)

Sr.	Module Unit or Chapter name	Duration		Marks (Max.)
		Theory	Practical	
1.	Introduction to Computer	4	6	10
2.	Introduction to Operating System	4	6	
3.	Word Processing	6	9	20
4.	Spreadsheet	8	12	20
5.	Presentation	6	9	20
6.	Introduction to Internet and WWW	6	9	20
7.	E-mail, Social Networking and e-Gov. Services	6	9	
8.	Digital Financial Tools and Applications	4	6	10
9.	Overview of Future Skills& Cyber Security	4	6	
Total		48	72	100

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DETAILED SYLLABUS

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1.1.1 Characteristics of Computer

1.1.2 Limitations of Computer

1.2 History of Computer

1.2.1 Generation of computer

1.2.2 IT Gadgets and its application

1.3 Types of Computer

1.4 Functions of a Computer

1.5 Central Processing Unit (CPU)

1.5.1 Processor

1.5.2 Motherboard

1.6 Application of Computer

1.7 Input Output devices

1.7.1 Input Devices

1.7.2 Output Devices

1.7.2.1 Monitors

1.7.2.2 Printers

1.7.2.3 Projectors

1.7.2.4 Audio Output Devices

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1.8.2 Secondary Memory

1.8.3 Cache Memory

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1.11.2.1 System Software

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