COMPUTER BASICS

PLMS Ver 10 – User Manual S_9

PLMS VER 10 IS DEDICATED TO SAVITRIBAI PHULE, THE FIRST WOMAN TEACHER OF INDIA, A VISIONARY AND A PHILANTHROPIST

DECEMBER 11, 2018

PRAVINYA

www.pravinya.net

Dear Teacher

Greetings! Namasthe! Aadab!!

We at PRAVINYA always feel that teaching is a very noble profession and the most important foundation for the society.

We are living in the digital age. All around us, children are observing and quietly learning from the audio-visual media namely phones, TVs, movies and others. Thus, Digital education is only an extension of the dramatic impact of the audio-visual education that children today are already exposed to.

Learning to use gadgets and software applications comes easily to children. Computer basics is a course that introduces the learner to the computer and in a very non-conventional way, teaches the learner to use tools from Word and excel which are useful in all aspects of life. This course is useful to students as well as teachers.

Access to Computer Basics Subject Manual

Subject Manuals can be accessed in the following ways -

In the folder titled **PLMS Ver10 documents** on your school's computer	You can transfer/ copy the Manuals which are in pdf into your mobile phone for easy access	Manuals can be accessed on PRAVINYA App. (Download from the Google Play Store by searching for "Prema Pravinya". Click on Install)	All subject Manuals are available in the PLMS Ver 10 DVD provided to your school.	Manuals can be accessed on PRAVINYA website www.pravinya.net

In order to get the maximum learning from this course, topics in the course should be covered sequentially.

To access the content
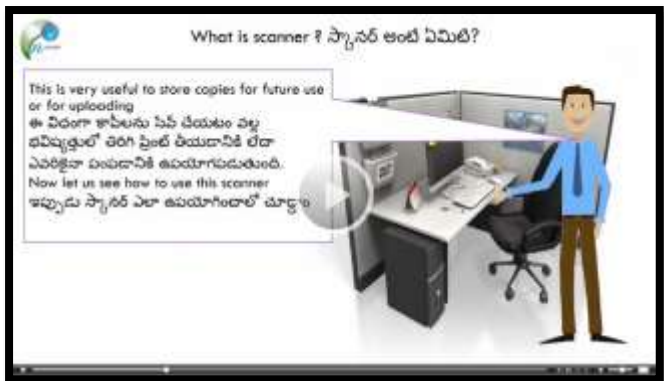
Log into any class in PLMS, go to Computer Basics course.

Need help? – Use any of these options to reach us

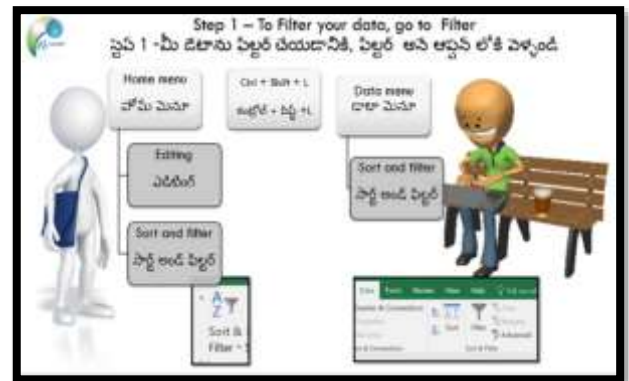|			
📞	88863 55039	Use Interactive Help on PRAVINYA App	🌐 www.pravinya.net

<mark>Glimpses of Computer Basics videos</mark>

Computer Basics (nmore) Content

Computer Basics (nmore) Content

Computer Basics (nmore) Content

Lessons Index – Computer Basics

S No	Class	PLMS Telugu Index	Source	Content Type	Duration	Medium	Source
1	All	T.P. Components of a computer and ports - Monitor - 1 - TM & EM - nmore — TS	PLMS	Passive/ One way	06 Min 16 Sec	TM & EM	nmore
2	All	T.P. Components of a computer and ports - Keyboard -2 - TM & EM - nmore — TS	PLMS	Passive/ One way	07 Min 36 Sec	TM & EM	nmore
3	All	T.P. Components of a computer and ports - 2 - Exercise for typing - TM & EM - nmore — TS	PLMS	Passive/ One way	06 Min 35 Sec	TM & EM	nmore
4	All	T.P. Components of a computer and ports -Mouse - 3 - TM & EM - nmore - TS	PLMS	Passive/ One way	11 Min 59 Sec	TM & EM	nmore
5	All	T.P. Components of a computer and ports - Ports and Cables 4 - TM & EM - nmore - TS	PLMS	Passive/ One way	10 Min 04 Sec	TM & EM	nmore
6	All	T.P. Understanding the desktop - icons, system tray, task bar, start button, multiple windows - 1 - TM & EM - nmore - TS	PLMS	Passive/ One way	09 Min 03 Sec	TM & EM	nmore
7	All	T.P. Understanding the desktop - icons, system tray, task bar, start button, multiple windows - 2 - TM & EM - nmore — TS	PLMS	Passive/ One way	07 Min 09 Sec	TM & EM	nmore
8	All	T.P. What is virus, antivirus and what are updates? - TM & EM - nmore - TS	PLMS	Passive/ One way	10 Min 12 Sec	TM & EM	nmore
9	All	T.P. Cleaning the computer and maintaining the system periodically - TM & EM - nmore - TS	PLMS	Passive/ One way	06 Min 47 Sec	TM & EM	nmore
10	All	T.P. Using the printer and scanner - 1 - TM & EM - nmore - TS	PLMS	Passive/ One way	12 Min 35 Sec	TM & EM	nmore
11	All	T.P. Using the printer and scanner - 2 - TM & EM - nmore - TS	PLMS	Passive/ One way	05 Min 52 Sec	TM & EM	nmore

47 – B, Road No 1, Dhanalaxmi colony, Mahendra Hills, Secunderabad - 500026, Telangana, India
Phone: 91-40-27730039, Email: info@pravinya.net, Website: www.pravinya.net

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12	All	T.P. Writing letters - TM & EM - nmore - TS	PLMS	Passive/ One way	09 Min 37 Sec	TM & EM	nmore
13	All	T.P. Creating brochures - TM & EM - nmore — TS	PLMS	Passive/ One way	07 Min 54 Sec	TM & EM	nmore
14	All	T.P. MS Excel — Rows, Columns and Cells - TM & EM - nmore - TS	PLMS	Passive/ One way	06 Min 18 Sec	TM & EM	nmore
15	All	T.P. Making a list using Excel - TM & EM - nmore - TS	PLMS	Passive/ One way	08 Min 23 Sec	TM & EM	nmore
16	All	T.P. Sorting the list in Excel - TM & EM - nmore - TS	PLMS	Passive/ One way	07 Min 44 Sec	TM & EM	nmore
17	All	T.P. Filtering a list using Excel - TM & EM - nmore - TS	PLMS	Passive/ One way	06 Min 53 Sec	TM & EM	nmore
18	All	T.P. Searching a list using Excel - TM & EM - nmore - TS	PLMS	Passive/ One way	06 Min 46 Sec	TM & EM	nmore
19	All	T.P. Naming files properly, saving and storing them - TM & EM - nmore - TS	PLMS	Passive/ One way	07 Min 45 Sec	TM & EM	nmore
20	All	T.P. Storing and retrieving a file - TM & EM - nmore - TS	PLMS	Passive/ One way	11 Min 31 Sec	TM & EM	nmore
21	All	T.P. Using internet - TM & EM - nmore - TS	PLMS	Passive/ One way	11 Min 19 Sec	TM & EM	nmore
22	All	T.P. Using drive to save documents - TM & EM - nmore — TS	PLMS	Passive/ One way	08 Min 07 Sec	TM & EM	nmore
23	All	T.P. Using drive to save documents 2 - TM & EM - nmore - TS	PLMS	Passive/ One way	09 Min 47 Sec	TM & EM	nmore
24	All	T.P. Using mail - TM & EM - nmore - TS	PLMS	Passive/ One way	08 Min 59 Sec	TM & EM	nmore
25	All	T.P. How does computer help us in business - TM & EM - nmore - TS	PLMS	Passive/ One way	08 Min 08 Sec	TM & EM	nmore