



INTERNATIONAL COMPETENCE AND APTITUDE TESTING SERVICES (ICATS)

Suite # S-5, Second Floor, Zainab Tower, 9-11, B-Block Commercial,
Architect Society, Lahore.

Ph: +92 42 3513 2277 E-mail: info@catscontests.org

www.catscontests.org

ICATS – INFORMATION TECHNOLOGY CONTEST

COURSE OUTLINE

Level 1 & 2:

Types of computer, Starting up and shutting down a computer, Parts of computer. Storage devices, Uses of computer, Identification and uses of basic keyboard keys, use of computer Mouse.

Introduction of MS Paint, Drawing in MS Paint.

Level 3 & 4:

Evolution of Computer, Introduction to computers- computer hardware and software, input and output devices, Storage devices.

Starting up the computer, Starting programs, Wall Paper, Screen savers, Working with windows Explorer-- create, rename, delete, copy, and move a file or folder, differentiate between copying and moving a file or folder.

Word Processing (MS word): Starting Microsoft Word, Editing a Document, Selecting Inserting, Deleting Text, Undo and Redo commands and demonstrate their uses, Copying and Moving Text, Highlighting Text, remove highlighting.

Level 5 & 6:

Characteristics and Evolution of Computers, Early Calculating Devices, advantages and limitations of modern computers.

Data storage devices- Input and output devices, Memory.

Formatting in MS Word: Page Formatting, Column Formatting, Paragraph Formatting, Printing a Document. Features of MS Word: Spelling and Grammar, Thesaurus, Change Case, Find and Replace, Bullets and Numbering, Insert Symbol, Creating Tables in MS Word-- Modifying and formatting a Table.

MS Excel- Basic features of MS Excel, Multimedia-play audio/video CDs/ DVDs in Windows Media Player.

The Internet, Search Engines.



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Level 7 & 8:

History and Evolution of Computer, MS-Word, MS Excel- Basic features of MS Excel, MS-PowerPoint.

Computer Viruses, Types of Computer Viruses.

Communication on the Internet: Chat, Instant Messaging, and Newsgroup, Blogs and Web Feeds, Social Networking, Online Sharing- features of SkyDrive, Picasa, and YouTube.

Introduction to HTML, Basic HTML Commands.

Level 9 & 10:

History and Evolution of Computer, Ages of computer, Classification of computers, Types and generations of computer.

Programming language, Electronic data processing, Input and output devices, Storage devices, Types of Loop, Computer language, Program development, Boolean Algebra.

Operating system, Windows desktop, Computer Virus , MS Word, MS Excel, MS Power Point, Internet, Introduction to HTML, Basic HTML Commands.

Level 11 & 12:

History and ages of computer, Data Basics, Data base design process, Data integrity and normalization,

Elements of C. Input / output, Decision constructs, Loop constructs, Function in C, File handling in C.

Networking, Programming, Computer viruses, , MS Word, MS Excel, MS Power Point, MS Access, Animations, Internet and society.

Introduction to HTML- Structure of a website, HTML Editors, HTML Coding, Structure of an HTML Document, Basic HTML Commands- HTML Elements and HTML 5.