SEC-1: Basic Computer Applications in Economics

❒ **Basic Computer Knowledge**

1. What is a computer? List the basic applications of a computer.

2. Demonstrate how to check the amount of free and used memory on a computer.

3. Explain the difference between hardware and software. Provide examples of each.

4. Show how to open, view, and organize files and folders in a directory.

5. Demonstrate how to create a new folder, rename it, and move files into it.

6. What is an operating system? Demonstrate how to identify the version of an operating system on your computer.

❒ **Word Processing**

7. Open a word processing document, type a paragraph, and format the text (bold, italicize, and underline).

8. Demonstrate how to insert an image and a table into a word processing document.

9. Show how to create and apply bullet points and numbering in a document.

10. Demonstrate how to save a word processing document in different file formats (e.g., .docx, .pdf).

❒ **Spreadsheets**

11. Create a basic spreadsheet with rows and columns and input sample data.

12. Demonstrate how to use formulas like **SUM**, **AVERAGE**, and **COUNT** in a spreadsheet.

13. Use a function to calculate the **percentage** of values in a column and display the result.

14. Show how to edit, insert, and delete cells in a spreadsheet.

15. Demonstrate how to format cells (e.g., changing font size, alignment, and cell borders).

16. Print a spreadsheet with proper settings like **page orientation**, **scaling**, and **margins**.

❏ **Internet and Email**

17. Open a web browser, navigate to a specific website, and demonstrate how to use a search engine.

18. Demonstrate how to send an email with an attachment and a CC (carbon copy) recipient.

19. Explain the concept of the **World Wide Web** and demonstrate how to bookmark a webpage.

20. Show how to create an email folder and organize emails into it.

❏ **Presentations**

21. Open MS PowerPoint and create a presentation with **three slides**.

22. Insert a title, subtitle, and bullet points on one slide.

23. Demonstrate how to insert images and graphs into a PowerPoint presentation.

24. Apply a design template and transitions between slides in PowerPoint.

25. Show how to save a PowerPoint presentation as a **.pptx** file and as a **PDF** file.