**Digital Fluency**

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Upon completion of the course on Digital Fluency, the participants will be able to:

Module No. 1: Fundamentals of Computer (04 Hrs)
- Remember the basic concepts and components of a computer system
- Understand the functions of a Central Processing Unit and common input/output devices
- Apply knowledge of connecting power cord, keyboard, mouse, monitor, and printer to the CPU
- Demonstrate the use of USB ports and Pen Drive for data transfer

Module No. 2: Word Processor (16 Hrs)
- Recall the features and tools of a word processing software
- Create, open, save, and close documents using a word processor
- Format text, manipulate documents, and use shortcuts effectively
- Utilize functions like print preview, alignment of text, and spell check
- Save documents as PDF files and understand document manipulation techniques

Module No. 3: Internet (04 Hrs)
- Identify internet protocols, website addresses, and popular web browsers
- Connect to the internet through various modes like hotspot, Wi-Fi, and LAN cable
- Explore the internet, use search engines effectively, and navigate web pages
- Understand the concept of HTTP, HTTPS, FTP, and the World Wide Web

Module No. 4: E-mail (04 Hrs)
- Set up and manage an email account efficiently
- Compose, send, reply, forward, and delete emails with attachments
- Understand email protocols like SMTP, IMAP, and POP3
- Utilize features like CC, BCC, mail merging, and scheduling emails

Overall, the course will enable participants to develop essential digital fluency skills ranging from basic computer operations to advanced word processing, internet browsing, and email communication.