



GOVERNMENT OF MIZORAM
PLANNING & PROGRAMME IMPLEMENTATION DEPARTMENT
MIZORAM : AIZAWL

Dated Aizawl, the 18th September, 2026

NOTIFICATION

No. A - 12034/15/2025- PLG- Part (1) : In the interest of public service, the competent authority hereby notifies the Syllabus for direct recruitment to the post of **Assistant Curator (Education) at Level - 7** under Directorate of Science & Technology with immediate effect and until further orders.

This is issued with the approval of DP&AR(GSW) vide their **ID No. A-12045/16/2025-GSW-DPAR/12350 : Dated 03.06.2026.**

Sd/- DAVID LALTHANTLUANGA
Secretary to the Government of Mizoram,
Planning & Programme Implementation Department

Memo No. A-12034/15/2025- PLG- Part (1) : Dated Aizawl, the 18th September, 2026.

Copy to :

1. P. S to Minister, Planning & Programme Implementation Department.
2. PS to Commissioner & Secretary, Planning & Programme Implementation Department.
3. PS to Secretary, Planning & Programme Implementation Department.
4. Chief Scientific Officer, Directorate of Science & Technology.
5. Controller, Printing & Stationery with 2 spare copies for publication in the Mizoram Gazette.
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Digitally signed by
 LALENGZAMI RALTE
 Date: 18-09-2026
 17:16:24

(LALENGZAMI RALTE)
Under Secretary to the Government of Mizoram,
Planning & Programme Implementation Department

**APPROVED SYLLABUS FOR COMPETITIVE EXAMINATION FOR THE
POST OF ASSISTANT CURATOR (EDUCATION)
UNDER MIZORAM SCIENCE CENTRE, 2026**

SUBJECTS

The examination shall comprise of the following papers:

1) Paper – I: General English (Conventional Type & MCQ with negative marking)	: 100 Marks (3 hours)
2) Paper – II: General Knowledge & Reasoning (MCQ with negative marking)	: 100 Marks (2 hours)
3) Paper – III: Technical Subject (MCQ with negative marking)	: 200 Marks (2 hours)
4) Paper – IV: Technical Subject (MCQ with negative marking)	: 200 Marks (2 hours)
Total of Written Examination	: 600 Marks
5) Personal Interview	: 75 Marks
Total	: 675 Marks

DETAILED SYLLABUS:

1) General English : 100 Marks (3 hours)

- | | |
|--|------------|
| a) Précis Writing | : 10 Marks |
| b) Letter Writing | : 10 Marks |
| c) Comprehension of given passages | : 10 Marks |
| d) Essay | : 10 Marks |
| e) Grammar: Parts of Speech
(MCQ with negative marking) | : 20 Marks |
| e) Correct Usage and Vocabularies
(MCQ with negative marking) | : 20 Marks |
| f) Formation of Sentence
(MCQ with negative marking) | : 20 Marks |

2) General Knowledge & Reasoning (MCQ) : 100 Marks (2 hours)

- | | |
|---|------------|
| (a) Current events of state, national and international importance | : 12 marks |
| (b) History of India and Indian National Movement | : 12 marks |
| (c) Indian and World Geography - Physical, Social, Economic | : 12 marks |
| (d) Indian Polity and Governance - Constitution, Political System, Public Policy, Duties & Rights Issues | : 12 marks |
| (e) Economic and Social Development, Sustainable Development, Poverty, Inclusive Economy, Demographics, Social Sector initiatives, and other related issues | : 12 marks |
| (f) General issues on Environmental Ecology, Bio-diversity and Climate | : 12 marks |
| (g) General Science | : 12 marks |
| <i>The topics listed above shall also cover the State of Mizoram wherever applicable.</i> | |
| (h) General awareness on Mizo culture, its heritage and society | : 16 marks |

SYLLABUS OF TECHNICAL SUBJECT FOR ASSISTANT CURATOR (EDUCATION) UNDER MIZORAM SCIENCE CENTRE, 2026

3) Technical Subject Paper – III

(MCQ with negative marking)

:200 Marks (2 hours)

Unit – I Physical Science - I	: 80 marks
Unit – II Physical Science - II	: 80 marks
Unit- III Aptitude Test	: 40 marks

4) Technical Subject Paper – IV

(MCQ with negative marking)

:200 Marks (2 hours)

Unit – I Biological Science - I	: 80 marks
Unit- II Biological Science - II	: 80 marks
Unit- III Computer Knowledge	: 40 marks

Notes regarding Negative Marking:

1. There will be penalty (negative marking) for every wrong answer given by a candidate in the MCQ type questions.
2. For each question for which a wrong answer has been given by the candidate, one third of the marks assigned to that question will be deducted as penalty.
3. If a candidate gives more than one answer to one question, it will be treated as wrong answer even if any one of the given answers happens to be correct and there will be same penalty as above for that question.
4. If any question is left blank, i.e. no answer is given by the candidate, there will be no penalty for that question.

Technical Subject Paper – III

UNIT –I: PHYSICAL SCIENCE – I (80 marks)

1. Laws of Motion; Newton's laws of motion and their applications. Equilibrium of concurrent forces. Static and kinetic friction, laws of friction, rolling friction, lubrication. Dynamics of uniform circular motion: Centripetal force and examples of circular motion. Work done by a force; kinetic energy and potential energy, work-energy theorem, power. Conservative forces and non-conservative forces; elastic and inelastic collisions in one and two dimensions.
2. Centre of mass of a two-particle system, a rigid body and uniform rod with momentum conservations; Equilibrium of rigid bodies, rigid body rotation and equation of rotational motion, comparison of linear and rotational motions; moment of inertia, radius of gyration. Kepler's laws of planetary motion. The universal law of gravitation. Acceleration due to gravity and its variation with altitude and depth. Gravitational potential energy; Escape velocity, orbital velocity of a satellite. Geostationary satellites.



3. Properties of Matter; Elastic behaviour, Stress-strain relationship, Hooke's law, Young's modulus, bulk modulus, shear, modulus of rigidity, Poisson's ratio; elastic energy. Pressure due to a fluid column; Pascal's law and its applications Effect of gravity on fluid pressure. Viscosity, Stokes' law, terminal velocity, Reynolds's number, streamline and turbulent flow. Critical velocity, Bernoulli's theorem and its applications.
4. Heat, temperature, thermal expansion; thermal expansion of solids, liquids, and gases. Anomalous expansion. Specific heat capacity: C_p , C_v — calorimetry; change of state — latent heat. Heat transfer-conduction and thermal conductivity, convection and radiation. Qualitative ideas of Black Body Radiation, Wein's displacement law, and Green House effect.
5. Electric charges and their conservation. Coulomb's law and its applications, electric field, electric flux, Gauss's theorem and electric potential. Conductors and insulators, Dielectrics and properties. Electric current, Ohm's law, Kirchhoff -'s laws and simple applications. Wheatstone bridge, metre bridge. Potentiometer
6. Biot – Savart's law and its application, Ampere's law and its applications, Cyclotron, moving coil galvanometer. Para-, dia-, and ferro- magnetic substances, with examples. Electromagnets and factors affecting their strengths. Permanent magnets. Electromagnetic induction; Faraday's law, induced emf and current; Lenz's Law, Eddy currents. Self - and mutual inductance. Alternating currents, peak and rms value of alternating current/voltage; reactance and impedance; LC oscillations (qualitative treatment only), LCR series circuit, resonance; power in AC circuits, wattless current.
7. Reflection, refraction and scattering of light; laws and formulae derivations, with reference to mirror, lenses prisms. Myopia and hypermetropia. Wavefront and Huygens' principle, reflection and refraction of plane wave at a plane surface using wavefronts. Interference, Young's double hole experiment and expression for fringe width, coherent sources and sustained interference of light. Diffraction due to a single slit, width of central maximum. Resolving power of microscopes and astronomical telescopes. Polarisation, plane polarised light; Brewster's law, uses of plane polarised light and Polaroids.
Optical Instruments Eyepiece; Eyepieces or oculars, Ramsden and Huygens eyepieces. Microscope: working and utilities of simple microscope, compound microscope, electron microscope and binocular microscope. Telescope: terrestrial and astronomical telescopes, Refracting and reflecting astronomical telescope. Camera: camera and camera lenses, telephoto and zoom lenses
8. Energy bands in solids; conductors, insulators and semiconductors; semiconductor diode V-I characteristics in forward and reverse bias, diode as a rectifier; I-V characteristics of LED, photodiode, solar cell, and Zener diode; Zener diode as a voltage regulator. Junction transistor, transistor action, characteristics of a transistor; transistor as an amplifier and oscillator, transistor as a switch. Logic gates (OR, AND, NOT, NAND and NOR).
9. Universe at glance - Age, Size. Solar system, Galaxy, Life cycle of stars – Birth of stars, Normal stars, Death of stars -White dwarf, Neutron star, Blackhole. Theories of evolution of universe – Big bang theory, Steady state theory



UNIT -II: PHYSICAL SCIENCE – II (80 marks)

1. Atomic Structure de-Broglie's concept of dual character of matter; Heisenberg's Uncertainty Principle; Schrödinger wave equation; quantum numbers; radial and angular wave functions and probability distribution curves; atomic-orbitals; shapes of s, p and d-orbitals. Aufbau's principle; Pauli's exclusion principle and Hund's rule of maximum multiplicity.
2. Periodic Properties and brief chemistry of s and p-block; General features of long form of periodic table. Detailed discussions (definition, factors affecting it and periodic trends) of the following properties with reference to s & p-block: (i) Atomic and Ionic radii (ii) Ionization Energy (iii) Electron Affinity and (iv) Electronegativity. Brief explanation of Catenation and Inert pair effect, Relative stability of different oxidation states of p-block. Inter-halogen compounds and pseudohalogens.
3. Colloids and Surface Chemistry Classification of colloids; Preparation of colloids- Bredig's and condensation methods, Peptization, Optical properties of colloids- Tyndall effect. Origin of charge on colloidal particles, Protective colloids, gold number. Physisorption & chemisorptions; molar enthalpy of adsorption, Langmuir and Freundlich adsorption isotherms.
4. Dissociation Equilibria; Dissociation equilibria of weak electrolytes, dissociation constant of weak acids (K_a), ionic product of water (K_w), hydrogen ion concentration and pH scale, buffer solutions and buffer activity, hydrolysis constant (K_h), pH, buffer solutions and buffer activity & Henderson- Hasselbach equations for acidic & basic buffers.
5. Electron-displacement effects in organic molecules and the basic concept of reaction mechanism; Role of Inductive effect, Electromeric effect, Mesomeric effect or Resonance and hyperconjugation. Types of reagents-electrophiles and nucleophiles. Energy considerations, reactive intermediates: carbocations, free-radicals, carbanions, carbenes, arynes, the stability of reaction intermediates. Hydrogen bonding and its effect on boiling point and solubility of organic molecules.
6. Chemical bonding; Basic concept of ionic bond, covalent bond and coordinate bond. Polarities of bonds in covalent molecules and their dipole moments. Concept of hybridization, types, orientation of hybrid orbitals. Valence shell electron pair repulsion (VSEPR) theory and shapes of simple molecules and ions containing lone pairs and bond pairs of electrons. Molecular orbital theory (LCAO method) and bonding in homonuclear and heteronuclear diatomic molecules and their ions.
7. Chemistry of d-block elements; General group trends with special reference to electronic configuration, colour, oxidation states, reducing properties and magnetic properties, ability to form complexes. Differences between the first, second and third transition series.
8. Chemical Kinetics & Catalysis Concepts of Rate, Order and Molecularity of reaction; Effect of Temperature on Reaction Rate; Temp Coefficient of a reaction, Arrhenius Equation; Concept of Activation energy, Collision Theory & Absolute Reaction Rate Theory. Types and characteristics of Catalysis. Enzyme catalysis, Michaelis-Menten equation.
9. Thermodynamics; Limitations of the First Law and need of the second law, Statements of the second law; Carnot's cycle; Efficiency of Carnot's engine; Concept



of Entropy; Entropy change for an Ideal gas with (i) T & V (ii) T & P & (iii) Entropy change for Reversible and Irreversible processes. Third Law Statement; Nernst Heat Theorem, Concept of Residual Entropy.

UNIT – III: APTITUDE TEST (40 marks)

1. Numerical And Figurework Tests: (12 Marks)

These tests are reflections of fluency with numbers and calculations. It shows how easily a person can think with numbers. The subject shall be given a series of numbers. His/Her task is to see how the numbers go together to form a relationship with each other. He/She has to choose a number which would go next in the series.

2. Verbal Analysis And Vocabulary Tests: (12 Marks)

These tests measure the degree of comfort and fluency with the English language. These tests shall measure how a person will reason with words. The subject shall be given questions with alternative answers, that will reflect his/her command of the rule and use of English language.

3. Visual and Spatial/3-D Ability Tests: (8 Marks)

These tests are used to measure perceptual speed and acuity. The subject shall be shown pictures where he/she is asked to identify the odd one out; or which comes next in the sequence or explores how easily he/she can see and turn around objects in space.

4. Abstract Reasoning Tests: (8 Marks)

This test measures the ability to analyse information and solve problems on a complex, thought based level. It measures a person's ability to quickly identify patterns, logical rules and trends in new data, integrate this information, and apply it to solve problems.

Technical Subject Paper – IV

UNIT – I: BIOLOGICAL SCIENCE - I (80 marks)

1. Structure of prokaryotic and eukaryotic cell; Cell envelope, cell membrane, cell wall; Structure and function of cell organelles - endoplasmic reticulum, Golgi bodies, lysosomes, peroxisomes, vacuoles, mitochondria, ribosomes, plastids; Nucleus - nuclear membrane (fluid mosaic model), chromatin, nucleolus; Membrane transport: simple, facilitated and active transports; Cytoskeletons: microfilaments, intermediate filaments and microtubules; Cell cycle, mitosis, meiosis and their significance; Types and characteristics of cancer; carcinogens.
2. Structure and classification of carbohydrates (monosaccharides, disaccharides, oligosaccharides and polysaccharides), lipids, amino acids and proteins; Types and

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properties of enzymes; Mechanism of enzyme action; Structure and function of DNA and RNA; Structure of ATP.

3. Organization of DNA- Prokaryotes, Eukaryotes; Nucleosome; Basic concept of DNA replication - bidirectional, semi-conservative and semi-discontinuous replication; Basic concept of Transcription in prokaryotes and eukaryotes; Salient features of Genetic code and wobble hypothesis; Basic concept of Translation; Various steps in protein synthesis. Structure of a bacterial cell; A brief account of genetic recombination in bacteria (transformation, conjugation, transduction).
4. Economic importance of Bacteria; Microbes in production of fermented food and alcoholic beverage; Antibiotics (penicillin and streptomycin); Microbes as Biofertilizers; Brief account of microbial bioremediation.
5. Transport in plants: Movement of water, gases and nutrients; Cell to cell transport, Diffusion, facilitated diffusion, active transport; Plant-water relations; Imbibition, water potential, osmosis, plasmolysis; Long distance transport of water; Absorption, apoplast, symplast, transpiration pull, root pressure and guttation; Transpiration - Opening and closing of stomata; Anti-transpirants; Uptake and translocation of mineral nutrients—Transport of food, phloem transport, Mass flow hypothesis; Diffusion of gases. Mineral nutrition: Essential minerals, macro and micronutrients and their role; Deficiency symptoms; Mineral toxicity; Elementary idea of Hydroponics as method to study mineral nutrition; Biological nitrogen fixation.
6. Photochemical and biosynthetic phases of photosynthesis; Cyclic and non cyclic photophosphorylation; Chemiosmotic hypothesis; Photorespiration; C₃ and C₄ pathways, Factors affecting photosynthesis. Respiration: Exchange of gases; Cellular respiration— Glycolysis, fermentation (anaerobic), TCA cycle and electron transport system (aerobic); Energy relations- Number of ATP molecules generated; Amphibolic pathways; Respiratory quotient.
7. Asexual reproduction - Binary fission, sporulation, budding, gemmule, fragmentation; vegetative propagation in plants. Sexual reproduction in flowering plants: Flower structure; Development of male and female gametophytes; Types of pollination; Fertilization: entry of pollen tube (chalazogamy, mesogamy, porogamy), double fertilization and triple fusion; significance of double fertilization; polyspermy; parthenocarpy, polyembryony, apomixis.
8. Concept of biosphere; Renewable and Non-renewable natural resources; Conservation of soil and water resources; Air pollution and its control; Acid rain; Photochemical smog; Water pollution and its control; Agrochemicals and their effects; Non-biodegradable pollutants and bio-magnification; Solid waste management; Radioactive waste management; Greenhouse effect and global warming, Ozone depletion, Deforestation.
9. Organic farming - Green manuring and organic fertilizers; Recycling of biodegradable municipal, agricultural and industrial wastes - Biocompost making

methods, vermicomposting. Macropropagation: Vegetative Propagation through stem cutting, layering, budding, grafting; Propagation by specialized stems and roots. Micropropagation: Principles & techniques of tissue culture; Nutrient media; Sterilization; Totipotency; Single cell protein; Artificial seeds; Cryopreservation. Transgenic crops with improved quality traits (Flavr Savr tomato, Golden rice). Introduction to Intellectual Property Right (IPR). IPR and WTO (TRIPS, WIPO). Objectives, Rights, Patent Act 1970 and its amendments.

UNIT – II: BIOLOGICAL SCIENCE - II (80 marks)

1. Origin of life; Biological evolution and evidences for biological evolution; Darwin's contribution, Modern Synthetic theory of Evolution; Mechanism of evolution - Variation (Mutation and Recombination) and Natural Selection with examples; Gene flow and genetic drift; Hardy- Weinberg's principle; Adaptive Radiation; Human evolution.
2. Mendel's Laws of inheritance & non-Mendelian inheritance; Incomplete dominance; Co-dominance; Linkage and crossing over; Basic concept of polygenic inheritance; Chromosome theory of inheritance; Chromosome and genes; Sex linked inheritance, Chromosomal disorders in humans; Chromosome – Structural aberrations and numerical changes; Types of mutations, physical and chemical mutagens; Concept of Sex determination and Sex chromosomes; Cytoplasmic inheritance; Pleiotropism and Allelism; Epistasis; Multiple alleles and inheritance of blood groups; Gene expression and regulation - Lac Operon; DNA finger printing; Development of the Human Genome Project.
3. Principles and process of Biotechnology; Genetic engineering (Recombinant DNA technology); Application of Biotechnology in health and agriculture: Human insulin and vaccine production, gene therapy; Genetically modified organisms- Bt crops; Transgenic Animals; Biosafety issues - Biopiracy and patents. Concept of cell culture: types of animal cell lines; sterilisation methods; culture media; culture process. Assisted reproductive technology: Cryopreservation; intracytoplasmic sperm injection; in vitro fertilisation. Concept of stem cells and its application. Genetically modified animals – Principle, techniques, and examples. Cloning – Principle, techniques, and examples. Bioterrorism and biological weapons.
4. Male and female reproductive systems in humans; Microscopic anatomy of testis and ovary; Gametogenesis- spermatogenesis & oogenesis; Menstrual cycle; Fertilisation and prevention of polyspermy, embryo development upto blastocyst formation, implantation; Parthenogenesis; Pregnancy and placenta formation, Parturition; Lactation; Types and functions of placenta in mammals; Extra-embryonic membranes in chick; Concept of organizer and induction; Regeneration in invertebrates and vertebrates.
5. Human diseases, causative agents, symptoms, prevention and their control: Pathogens; parasites causing human diseases (Malaria, Filariasis, Ascariasis,

Typhoid, Pneumonia, common cold, amoebiasis, ring worm); Basic concepts of immunology— vaccines; Cancer; HIV and AIDS; Adolescence, drug and alcohol abuse.

6. Endocytosis; pinocytosis; phagocytosis; autophagy; exocytosis. Respiration: mechanism in gills and lungs; Types of respiration – external, internal, and cutaneous; Mammalian heart: myogenic and neurogenic; pacemaker; cardiac cycle; Kidney: structure and function; Micturition; Types of excretion: ammonotelic, uricotelic and ureotelic; Osmoregulation in marine and terrestrial vertebrates; Muscle proteins; Mechanism of muscle contraction – sliding filament theory; cross-bridge model; Types and structures of neurones; Resting and action potentials; propagation of nerve impulse; Major neurotransmitters; Structure of synapse; Synaptic transmission.
7. Apiculture: Types of bees, structure and composition of hive, rearing method and economic importance. Sericulture: culturable silkworms, rearing method and economic importance. Vermicomposting: vermicomposting species; methods. Fish farm: structure; maintenance of ponds. Integrated fish farming with examples of cultivable fishes. Breeding in fishes – natural and induced breeding; ecological and hormonal influence on maturation and spawning.
8. Organisms and environment: Habitat and niche; Population interactions - mutualism, competition, predation, parasitism; Population attributes - growth, birth rate and death rate, age distribution. Ecosystems: Patterns, abiotic and biotic components; food chain, food web; productivity and decomposition; Energy flow; Pyramids of number, biomass, energy; Nutrient cycling (carbon and phosphorous); Ecological succession; Ecological Services - Carbon fixation, pollination, oxygen release. Characteristics of Population: dynamics; species richness and diversity; Sorensen's and Shannon-Weaver model. Wildlife: management and conservations; remote sensing; human-animal conflicts.
9. Concept of Biodiversity; Patterns and Importance of Biodiversity; Biodiversity loss and ex-situ and in-situ conservation; Endemism; Hotspots; Endangered organisms; Extinction; Red Data Book; Biosphere reserves, National parks and Sanctuaries.

UNIT – III: COMPUTER KNOWLEDGE (40 marks)

1. Fundamental of Computers

Introduction : Characteristics of Computers, The Evolution of Computers, The Computer Generations (First Generation(1942-1955), Second Generation (1955 – 1964), Third Generation (1964 – 1975), Fourth Generation (1975 – 1989), Fifth Generation (1989 – Present).

Basic Computer Organization: Input Unit. Output Unit. Storage Unit. Arithmetic Logic Unit. Control Unit. Central Processing Unit.

Processor and Memory : The Central Processing Unit, The Main Memory. Secondary Storage Devices: Magnetic Tape. Optical Disk. Mass Storage Devices. Storage Hierarchy.



Input/Output Devices: Input Devices (Keyboard Devices, Data Scanning Devices, Electronic Card Reader), Output Devices (Monitors, Printers, Screen Image Projector).

Classification of Computers: Notebook Computers. Personal Computers (PCs). Workstation. Mainframe Systems. Supercomputers. Clients and Servers.

2. Operating System

Basic DOS Commands: Comparison of DOS and Windows. Switching between DOS and Windows. Basic DOS Commands. Copying of Files and Disks. Delete/Undelete.

The User Interface: Using Mouse and Moving Icons on the Screen. The My Computer Icon. The Recycle Bin. Status Bar, Start and Menu & Menu selection. Running an Application. Windows Explorer Viewing of Files, Folders and Directories. Creating and Renaming of Files and Folders. Opening and Closing of different Windows.

Windows Setting: Control Panels. Wall Paper and Screen Savers. Setting the Data and Sound. Concept of menu Using Help.

Advanced Windows: Using right Button of the Mouse. Creating Short Cuts. Basics of Window Setup. Notepad. Installing/ Uninstalling application.

3. Office Automation software

3.1. MS WORD

Word Processing Basic: An Introduction to Word Processing. Opening Word Processing Package. The Menu Bar. Using the Help. Using the Icons below menu bar Opening Documents and Closing documents: Opening Documents. Save and Save As. Page Setup. Printing of Documents. Display/Hiding of Paragraph Marks and Inter Word Space

Moving Around in a Document: Scrolling the Document. Scrolling by line/paragraph. Fast Scrolling and Moving Pages

Text Creation and Manipulation: Paragraph and Tab Setting. Text Selection. Cut, copy and paste. Font and Size selection. Bold, Italic and Underline. Alignment of Text: Center, Left, right and Justify.

Formatting the Text: Changing font, Size and Color. Paragraph indenting. Bullets and Numbering. Use of Tab and Tab setting. Changing case

Handling Multiple Documents: Opening and closing of Multiple documents. Cut, Copy and Paste across the documents. Saving of Clip boards

Table Manipulation: Concept of table: Rows Columns and Cells. Draw Table. Changing cell Width and Height. Alignment of Text in Cell. Copying of cell Delete/insertion of row and columns. Borders for Table

Printing: Printing. Print Preview. Print a selected page



3.2. MS EXCEL

Elements of Electronics Spread Sheet: Application/usage of Electronic Spread Sheet. Opening of Spread Sheet. The menu bar. Creation of cells and addressing of cells. Cell inputting

Manipulation of cells: Enter texts numbers and dates. Creation of tables Cell Height and Widths. Copying of cells

Providing Formulas: Using basic functions/formalism a cell. Sum() function Average. Percentage. Other basic functions

3.3. MS POWERPOINT

Basic: Difference between presentation and document. Using Power Point. Opening a Power Point Presentation. Using Wizard for creating a presentation

Creation of Presentation: Title. Text Creation. Fonts and Sizes. Bullets and indenting. Moving to Next Slide

Preparation of Slides: Selection of type of Slides. Importing text from word documents. Moving to next Slide. The Slide manager

Providing aesthetics: Slide Designs. Background and Text colors. Making your own slide format. Footnotes and slide numbering

Presentation of the Slides: Using the Slide Show. Printing the Slides and Handouts. Slide sorter. Title sorter.

4. Internet Technologies

Introduction: Growth and Owners of the Internet. History of World Wide Web. Basic Internet terminologies. Commerce on the Internet. Governance on the Internet. Impact of Internet on Society

Internet Technology and Protocols: Internet Protocols. TCP/IP. Network architecture. Local area networks. Wide Area Network. Domains

World Wide Web: What is World Wide web. Evolution of World Wide web. HTTP and URL's. Search Engines. Hypertext

Browsers : Basic features. Bookmarks, History and Progress Indication. Different Web Browser. Customization of Web Browser. Saving and printing web pages. The Internet Explorer. Searching and downloading on the internet

Electronic Mail : What is an Electronic Mail. Email Addressing. Using E-mails. Mailbox: Inbox and Outbox. Creating and Sending a new E-mail. Replying to an E-mail message. Forwarding an E-mail message. Sorting and Searching emails. Sending document by E-mail. Sending Softcopy as attachment


