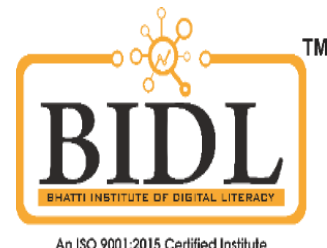


# (COMPUTER BASICS)

(Course Duration: 3 Months)



## Course Overview

The areas that are covered in the basic computer syllabus include computer fundamentals, office productivity tools, internet and web technologies, programming, database management systems, networking, and cybersecurity. MS Office applications use in office work such as creating professional-quality documents; arithmetic operations and functions; and create dynamic slide presentations with animation and much more, digitally and effectively.

## Course Content

### MS-Windows

- Introduction to Computer
- Computer Basic
- Creating Folder
- Directories
- Input units
- Output units
- Central Processing Units
- What is Hardware
- What is Software
- Windows Short Cut Keys



### Microsoft-Word 2016/2021

- Creating
- Editing
- Saving
- Printing documents
- Page Setup
- Font and Paragraph Formatting
- Simple character formatting
- Inserting tables
- Smart Art
- Page breaks
- Using lists and styles
- Working with images
- Using Spelling and Grammar check
- Understanding document properties
- Macros
- Mail Merge

### Microsoft-Excel 2016/2021

- Spreadsheet Basics
  - Creating
  - Editing
  - Saving
  - Page Settings
- Working with Functions & Formulas
  - Basic Functions
  - Lookup Functions
  - Logical If Functions
  - Financial Functions
  - Statistical Functions
  - Maths & Trig. Functions
  - Text Functions & Many More
- Modifying worksheets with color
- Auto Formats
- Charts & Graphs
- Pivot Table & Pivot Chart
- Data Forms
- Analysing Data
- Data
  - Subtotal
  - Sorting Data
  - Filtering Data
  - Data Validation
  - Goal Seek
- Formatting worksheets
- Conditional formatting
- Macros
- Securing & Protecting Spreadsheets
- Proofing and Printing

### Microsoft-PowerPoint 2016/2021

- Opening
- Viewing
- Creating
- Printing Slides
- Applying Auto Layouts
- Adding Custom Animation
- Using Slide Transitions
- Charts & Graphs
- Hyperlinks and Action Buttons
- Working with Movies and Sounds
- Slide Master
- Creating Professional Slide for Presentation.

### Internet

- What is Internet?
- Email -
  - Receiving Incoming Messages
  - Sending Outgoing Messages
  - Email addressing
  - Email attachments
- Copy and paste Internet content into your word file and emails

### Cyber Security

- Introduction to Cyber Security
- What is Cyber Security?
- Importance of Cyber Security
- Cyber Security Domains
- Vulnerability, Threat and Risk