

Course Curriculum

Day One And Two:: Fundamentals of Computer ::

- Review and brief history of the computer
- Basic components of the computer
- Different I/O devices
- Computer language
- Software definition and its type
- Computer memory
- Different types of printers

Day Three And Four:: MS Word (Word Processing) ::

- Header and Footer
- Formatting of the paragraph
- Mail merge
- Envelop and labels
- Page column
- Hyperlink

MS Excel (Spreadsheet) ::

- Table creating in MS Excel and implementation of various chart
- Cell reference in MS Excel
- Sorting data in MS Excel
- Filtering data in MS Excel
- Conditional formatting
- Workbook and worksheet

Day Five And Six:: Advanced Features of MS PowerPoint and HTML ::

- Inserting different objects (i.e. images, word arts, audio, video etc)
- Transitions in the slide
- Custom animations with text
- Adobe presenter
- Introduction to HTML uses of HTML
- HTML tags
- Head , Title, Body, Empty and Container Tags

Day Seven And Eight:: Use of Internet ::

- Overview of the Internet
- Intranet
- Different types of website
- Web browsers
- Opening of web pages and web sites
- Use of a search engine
- Creation of an email and using it
- Advantage and disadvantage of social media sites
- Networking and networks