



ABOUT COURSE

The contents of this course will be helpful in Basic Computer Operations and MS-Office (Word, Excel and PowerPoint) and Internet.

METHODOLOGY

The programme consists of a mix of lectures, presentations demonstrations & hands-on practice.

DURATION & TIMING

Part Time: 1 Month
(Monday-Friday, 1 hr/ per day)

Mode of Training: Online



COURSE CONTENT

WEEK-I

- 1 Introduction to Computer
- 2 How to use Paintbrush
- 3 Introduction to WordPad, Notepad
- 4 Create, Save, Open & Close a File
- 5 **Weekly Test**

WEEK-II

- 6 Introduction to MS-Office
- 7 Starting Word, Creating Document
- 8 Formatting Text, Bullets & Numbering
- 9 Headers, Footers & Page Number
- 10 **Weekly Test**

WEEK-III

- 11 Introduction to Excel, Starting Excel
- 12 Text in Cell, Change Column Width
- 13 Inserting/Deleting Columns & Rows
- 14 Performing Simple Calculation
- 15 **Weekly Test**

WEEK-IV

- 16 Introduction to PowerPoint
- 17 Starting PowerPoint, Insert New Slide
- 18 Drawing(Shape/Arrange/Quick Style)
- 19 Insert Theme/Picture/ClipArt
- 20 **Weekly Test**

WEEK V

- 21 Introduction to Internet & Email
- 22 **Final Assessment**

