

# Computer course

## Computer Fundamentals

- Knowing computer
- Operating Computer using GUI Based Operating System
- Identifying computer parts
- Keyboard structure
- Computer Memory
- Input devices
- Output devices
- Hardware
- Software
  - Application Software
  - Systems software

## MS. Office Course

### Ms. Word

- Creating, editing, saving and printing text documents
- 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
- How to inset another object

### Ms. Excel

- Spreadsheet basics
- Creating, editing, saving and printing spreadsheets
- Working with functions & formulas
- Modifying worksheets with color & auto formats
- Graphically representing data : Charts & Graphs
- Speeding data entry : Using Data Forms
- Analyzing data : Data Menu, Subtotal, Filtering Data, list
- Formatting worksheets

### Ms. Power Point

- Opening, viewing, creating, and printing slides
- Applying auto layouts
- Adding custom animation
- Using slide transitions
- Graphically representing data : Charts & Graphs
- Creating Professional Slide for Presentation.

## **Internet**

- Introduction
- Basic of Computer Networks
  - Local Area Network (LAN)
  - Wide Area Network (WAN)
  - Internet
  - Concept of Internet
  - Applications of Internet
  - Connecting to the Internet
  - Troubleshooting
- World Wide Web (WWW)
- Web Browsing Software
  - Popular Web Browsing Software
- Search Engines
  - Popular Search Engines / Search for content
  - Accessing Web Browser
  - Using Favorites Folder
  - Downloading Web Pages
  - Printing Web Pages
- Understanding URL
- Understanding how to search/Google
- bookmarking and Going to a specific website
- Copy and paste Internet content into your word file and emails
- Understanding social media platforms such as Facebook & Many more
- learn with best practices

## **E-MAIL**

- Email overview
- Email configuration
- Email writing
- Email signature
- Many more

**Note: Will cover all computer related problems and topics.**