Course Modules

Basic Computer

🎯Module 1: Computer Fundamentals (3 Classes)

→Objective: Students will gain foundational knowledge about computers, their components, and peripheral devices.

▣Class 1: Introduction to Computers

- ✅What is a Computer?
- ✅Brief History of Computers
- ✅Types of Computers (Desktop, Laptop, Server, etc.)
- ✅Uses of Computers in Daily Life
- ✅Basic Typing Practice

▣Class 2: Components of a Computer

- ✅Basic Parts: CPU, Monitor, Keyboard, Mouse
- ✅Internal Hardware: Motherboard, RAM, Hard Drive, SSD, Graphics Card
- ✅External Hardware: Printers, Scanners, USB Drives
- ✅Detailed Study of Input Devices: Keyboard, Mouse, Scanner, Microphone
- ✅Detailed Study of Output Devices: Monitor, Printer, Speakers
- ✅Peripheral Devices: Webcams, External Storage
- ✅Impact of Device Specifications: Processor, RAM, Storage

▣Class 3: OS and Basic Maintenance & Troubleshooting

- ✅Operating Systems: Windows, Mac, Linux (Basic Overview)
- ✅Settings & Customizations or Personalization
- ✅Turning a Computer On/Off Properly
- ✅Handling Common Issues (Slow Performance, Disk Cleanup, Antivirus Use)
- ✅Importance of Software Updates

🎯Module 2: MS Word (8 Classes)

→Objective: Learn to create, edit, format, and design professional documents.

▣Class 4: Introduction to MS Word

- ✅Overview of the Interface
- ✅Ribbon, Tabs, and Quick Access Toolbar
- ✅Creating and Saving Documents
- ✅Typing

▣ Class 5: Formatting Basics

✅ Fonts, Sizes, Colors
✅ Paragraph Alignment, Indentation, and Spacing
✅ Using Styles and Themes

▣ Class 6: Page Layout and Design

✅ Margins, Orientation, Page Size
✅ Headers, Footers, and Page Numbers
✅ Working with Columns

▣ Class 7: Working with Tables

✅ Creating and Formatting Tables
✅ Inserting and Formatting Images, Shapes, and SmartArt
✅ Working with Charts

▣ Class 8: Working with Images, Shapes, SmartArt & Charts

✅ Inserting and Formatting Images, Shapes, and SmartArt
✅ Working with Charts

▣ Class 9: Advanced Tools in MS Word

✅ Using Mail Merge for Letters and Labels
✅ Inserting Hyperlinks and Bookmarks
✅ Using Review Tools: Comments, Track Changes

▣ Class 10: MS Word Projects

✅ **Project 1:** Resume Creation
✅ **Project 2:** Business Letter Writing
✅ **Project 3:** Report with Images and Charts
✅ **Project 4:** Newsletter Design

▣ Class 11: MS Word Projects & Problem Solving

🎯 Module 3: MS Excel (9 Classes)

→ Objective: Learn data organization, analysis, and visualization using MS Excel tools and formulas.

▣ Class 12: Introduction to MS Excel

✅ Overview of the Interface

✅Rows, Columns, and Cells
✅Creating, Saving, and Managing Workbooks

✅ Class 13: Formatting and Basic Operations
✅Formatting Cells (Text, Numbers, Dates)
✅Basic Arithmetic Operations (+, -, *, /)
✅Sorting and Filtering Data

✅ Class 14: Working with Formulas and Functions (Part 1)
✅Formula Basics
✅Common Functions: SUM, AVERAGE, COUNT, MAX, MIN, ……..

✅ Class 15: Working with Functions (Part 2)
✅Logical Functions: IF, AND, OR
✅Text Functions: CONCATENATE, LEN, LEFT, RIGHT, …….

✅ Class 16: Data Visualization
✅Creating and Formatting Charts (Bar, Pie, Line)
✅Using Sparklines
✅Conditional Formatting

✅ Class 17: Data Visualization
✅Lookup Functions: VLOOKUP, HLOOKUP
✅Data Validation and Drop-Down Lists

✅ Class 18: Excel Projects
✅**Project 1:** Employee Attendance Sheet
✅**Project 2:** Monthly Expense Tracker
✅**Project 3:** Student Grade Report
✅**Project 4:** Sales Dashboard
✅**Project 5:** Budget Planning Sheet

✅ Class 19: Excel Projects & Problem Solving

🎯 Module 3: MS PowerPoint (5 Classes)

➡️ Objective: Learn to create dynamic and visually appealing presentations with animations and transitions.

✅ Class 20: Introduction to MS PowerPoint
✅Overview of the Interface
✅Creating and Saving Presentations

✅ Adding and Managing Slides
✅ Using Themes and Templates
✅ Inserting Text Boxes
✅ Shapes and SmartArt
✅ Working with Slide Master

✅ Class 21: Adding Multimedia, Transition and Animations

✅ Adding Images, Videos, and Audio
✅ Applying Animations to Text and Objects
✅ Adding Transitions Between Slides

✅ Class 22: Advanced Presentation Techniques

✅ Using Hyperlinks and Action Buttons
✅ Setting Timings for Slideshow's
✅ Exporting Presentations as Videos

✅ Class 23: PowerPoint Projects

✅ **Project 1:** Business Proposal Presentation
✅ **Project 2:** Educational Content Slide Deck
✅ **Project 3:** Product or Service Promotion

✅ Class 24: PowerPoint Projects

✅ Class 25: Final Assessment —----------!