

Computer Basic

Basic Of Computers

1. Typing Practice
2. Introduction to Windows 10
3. Computer shortcut keys
4. Folders & File
5. Getting Started with Word
6. Text Basics
7. Formatting Text
8. Saving
9. Modifying Page Layout
10. Checking Spelling and Grammar
11. Printing
12. Using Indents and Tabs

Common tasks in word

1. Line and Paragraph Spacing
2. Working with Lists
3. Adding Breaks
4. Working with Columns
5. Working with Hyperlinks
6. Working with Shapes
7. Text Boxes and WordArt
8. Inserting Clip Art and Pictures
9. Formatting Pictures

Doing more with word

1. Styles and Themes
2. Working with Headers and Footers
3. Reviewing Documents
4. Working with Tables
5. SmartArt Graphics
6. Using a Template
7. Using Mail Merge

Excel Basic

1. Getting Started with Excel
2. Cell Basics
3. Modifying Columns, Rows, and Cells
4. Formatting Cells
5. Saving
6. Creating Simple Formulas
7. Worksheet Basics
8. Printing

Common tasks in excel

1. Creating Complex Formulas
2. Working with Basic Functions
3. Sorting Data
4. Outlining Data
5. Filtering Data
6. Formatting Tables

Doing more with excel

1. Reviewing and Sharing Workbooks
2. Using Templates
3. Working with Charts
4. Working with Sparklines
5. Using Conditional Formatting
6. Creating PivotTables
7. Using What-If Analysis

Power Point / Presentaion

1. Managing the PowerPoint Environment
2. Creating a Slide Presentation
3. Working with Graphical and Multimedia Elements
4. Creating Charts and Tables
5. Applying Transitions and Animations
6. Collaborating on Presentations
7. Preparing Presentations for Delivery
8. Delivering Presentations

Internet

- 1.22 Surfing
- 2.23 Searching
- 3.24 Creating E-mail Accounts
- 4.25 Sending & Receiving Mails
- 5.26 Railways & Flight Tickets Booking
- 6.27 Online Shopping
- 7.28 Chatting, E-Banking
- 8.29 Sending & Receiving Documents