

Computer Basics

Learning outcomes:

At the end of the course the participant will

- ✓ Understand the working of computer
- ✓ Creating folders and saving it on the specified location in a computer
- ✓ Working with the peripherals of computer

Course Contents

- ❑ Define a computer
- ❑ Identify the various generations of computers
- ❑ Define data, process and information
- ❑ Explain the processing of a computer
- ❑ Classify the software
- ❑ Describe EDP cycle in detail
- ❑ Describe the CPU Architecture
- ❑ Name the various hardware components of a computer
- ❑ List the functionality of the various input and output devices
- ❑ Name the various data storage devices
- ❑ Identify the physical parts of a computer
- ❑ Connect the various peripherals to make up the computer system
- ❑ List the hardware requirements of a typical PC configuration
- ❑ Create folders
- ❑ Explain file operations using keyboard, menu and mouse.
- ❑ Edit Date and Time properties

MS Word 2003-Basic

Learning outcomes:

At the end of the course the participant will

- ✓ Understand a Word Processor
- ✓ Create, Edit and Format documents
- ✓ Work with Tables, Import and Export data between Files
- ✓ Proofing a Document
- ✓ Save, Protect and Print documents

Course Contents

- ❑ Introduction
- ❑ What is a Word Processor
- ❑ Benefits and Advantages
- ❑ Applications of a Word Processor
- ❑ Working with a Word Processor
- ❑ Creating a Document
- ❑ Opening and Saving a File
- ❑ Edit a Word Document using Cut, Copy, Paste
- ❑ Using the Formatting Features like Modify Font, Paragraph Alignment,
- ❑ Indenting and Line Spacing, Drop Cap, Tabs, Bullets and Numbering
- ❑ Create Page Breaks , Headers and Footers
- ❑ Use Text and Language Tools such as Auto Correct, Auto Text, Change Case
- ❑ Spelling & Grammar, Thesaurus, Find & Replace Text
- ❑ Work with Tables - Create and Modify, Format, Add Calculations
- ❑ Importing and Exporting data between files
- ❑ Working with different parts of the document simultaneously using Split Windows, Arrange Windows
- ❑ Printing a Document – Using the Print Options, Print Preview, Page Setup

MS Excel 2003-Basic

Learning outcomes:

At the end of the course the participant will

- ✓ Understand a Spreadsheet
- ✓ Create, Edit and Format Worksheet
- ✓ Work with Charts
- ✓ Performing basic Calculations
- ✓ Print Spreadsheet

Course Contents:

- ❑ Introduction
- ❑ What is a Spreadsheet
- ❑ Features, Advantages, applications and parts
- ❑ Working with a spreadsheet
 - Create Workbooks and Worksheets
 - Recognize the Worksheet components
- ❑ Editing and Formatting a Worksheet
 - Work with Numbers
 - Create and Edit Formulas
 - Format Numbers

- Modify the Worksheet Layout
 - Column Width and Row Height
 - Insert and Delete Columns, Rows and Cells
 - Move and Copy Cell Contents
- Working with Charts
 - Use different Chart Types
 - Pie
 - Line
 - Column & Bar
 - Edit and Format Charts
 - Move, Size and Print
 - Add & Delete Data Series
 - Format Charts
 - Use Excel's in-built Formatting Features
 - Using Excel's basic Auto sum calculation feature
 - Use Conditional Formatting
- Printing a Worksheet
 - Preview the Layout
 - Change Page & Sheet Settings
 - Print Settings

MS PowerPoint 2003-Basic

Learning outcomes:

At the end of the course the participant will

- ✓ Create effective presentations
- ✓ Apply Designs to Enhance the looks of the Presentation
- ✓ Print a Presentation

Course Contents:

- Introduction
- What is a Presentation Graphics
- Salient Features of a Presentation Graphics Package
- How to make effective Presentations
 - Selecting a proper slide format
 - Create a Presentation Slide using
 - Auto Content Wizard
 - Design Templates and Blank Presentations
 - Existing Presentations
 - Use the different views of a slide
 - Normal View
 - Outline View

- Slide View
- Slide Sorter View
- Apply Bullets and Numbering
 - Work with Text in a slide
 - Arrange text at different levels
 - Apply bullets and numbering
- Applying Designs to enhance the look of a Presentation
 - Work with the Slide Master
 - Format the Slide design
 - Format the Text in a slide
- Printing a Presentation in PowerPoint

Using Internet and MS-Internet EXPLORER

Learning outcomes:

At the end of the course the participant will

- ✓ Learn to set up Internet connection
- ✓ Learn to Browse and download
- ✓ User search engines

Course Content:

- Understanding Internet and World Wide Web
- Using Internet Explorer to set up Internet Connection
- Understanding the principles of Navigation
- Using Tool Bar and Menus to Navigate
- Add favorites
- Set a home page