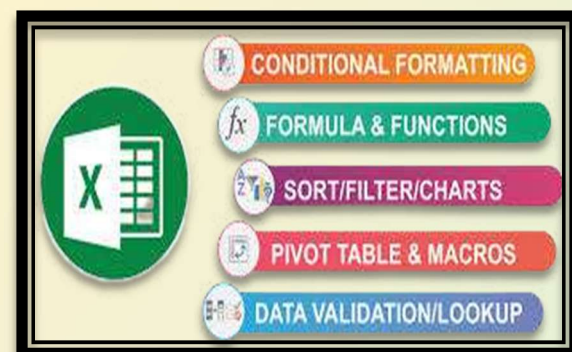# BASIC COMPUTER COURSE – 2 MONTHS

## Basic Fundamentals of Computer

- ✓ Desktop Environment
- ✓ Understanding the Start Menu and Taskbar.
- ✓ Navigating system folders: Documents, Downloads, and Pictures.
- ✓ File Management:
- ✓ Creating, Renaming, and Deleting
- ✓ Files/Folders.
- ✓ Understanding File Extensions and Types.
- ✓ OS APPLICATIONS
- ✓ ms paint
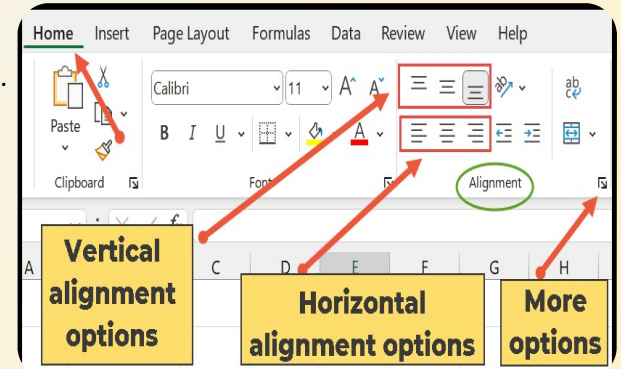- ✓ wordpad
- ✓ ms-word

## Microsoft Word

- ✓ Home Tab:
- ✓ Font Formatting: Bold, Italic, Underline, Font Size, and Color.
- ✓ Paragraph Formatting: Alignment, Line Spacing, Indentation, Bullets,
- ✓ and Numbering.
- ✓ Styles: Applying and Modifying
- ✓ Styles.
- ✓ Insert Tab:
- ✓ Inserting Tables, Pictures, Shapes, and SmartArt.
- ✓ Adding Headers, Footers, and Page Numbers.
- ✓ Creating and Formatting Tables.
- ✓ Design Tab:
- ✓ Document Themes and Styles.
- ✓ Page Backgrounds: Colors, Watermarks, and Borders.
- ✓ Layout Tab:
- ✓ Setting Margins, Orientation, and Size.
- ✓ Paragraph Spacing and Indentation.
- ✓ Column Layouts and Page Breaks.
- ✓ References Tab:
- ✓ Inserting Table of Contents, Footnotes, and Endnotes.
- ✓ Adding Citations, Bibliography, and Captions.
- ✓ Managing Sources and Cross-References.
- ✓ Mailings Tab:
- ✓ Creating Mail Merge Documents for Letters, Labels, and Envelop
- ✓ Setting Up Recipients and Merging Fields.
- ✓ Previewing and Completing the Mail Merge.
- ✓ Review Tab:
- ✓ Spelling & Grammar Check.
- ✓ Using Thesaurus and Word Count.
- ✓ Track Changes, Comments, and Comparing Documents
- ✓ View Tab:
- ✓ Document Views: Read Mode, Print Layout, and Web Layout.

CONDITIONAL FORMATTING

FORMULA & FUNCTIONS

SORT/FILTER/CHARTS

PIVOT TABLE & MACROS

DATA VALIDATION/LOOKUP

JOB OREIENTED COURSES | 100% JOB GUARNTEE | EXPERIENCED FACULTY | WEEKLY TEST | PROJECT & ASSIGNMENT WORK

✓   Show/Hide Ruler, Gridlines, and Navigation Pane.
✓   Managing Windows: Split, Arrange, and Switch Resume Format in MS WORD

## Microsoft Excel

✓   Introduction to Excel:
✓   Understanding the Excel Interface: Ribbon, Workbook, Worksheets.
✓    Basic Data Entry: Numbers, Text,
✓   Dates.
✓   Formats of Cells:
✓   Formatting Cells: Font, Alignment, Number, Border, Fill, and
✓    Protection.
✓   Conditional Formatting: Applying Rules, Using Data Bars, Color
✓    Scales, and Icon Sets.
✓   Working with Cells:
✓   Inserting, Deleting, Merging, and Splitting Cells.
✓   Protection of Excel Data: Locking Cells, Protecting Worksheets, and
✓   Workbooks.
✓   Working with Charts:
✓   Creating and Customizing Charts: Column, Line, Pie, Bar.
✓   Formatting Chart Elements: Titles, Legends, Axes, Da ta Labels.
✓   Formulas and Functions:
✓   Basic Arithmetic: SUM, SUBTRACTION,
✓   MULTIPLICATION, DIVISION.
✓   AVERAGE Formula, RANK Function.
✓   Conditional Functions: IF, COUNTIF, SUMIF.
✓   Advanced Conditional Functions: COUNTIFS, SUMIFS
     with Multiple Conditions.
✓   Lookup Functions: VLOOKUP, HLOOKUP, LOOKUP.
✓   Fixing Formulas: Absolute and Relative References
✓   Financial Functions: PMT (Per Month Installment Calculation), Simple
✓   Interest Calculation.
✓   Running Total: Creating a Cumulative Sum.
✓   Text Functions: CONCATENATE, LEFT, RIGHT, MID, UPPER, LOWER,
✓   PROPER.
✓   Rounding Functions: ROUND, ROUNDUP, ROUNDDOWN.
✓   Worksheets:
✓   Managing Worksheets: Inserting, Deleting, Renaming,
     Moving, and Copying.
✓   Formatting Worksheets: Headers, Footers, Page Setup,
     and Printing.
✓   Practical Applications:
✓   Mark Sheet Creation: Using Formulas to Calculate Totals,
     Averages,and Grades.
✓   Payroll Sheet Creation: Managing Salaries, Taxes, and Deductions.
✓   Bills Creation with GST: Designing
✓   and Calculating Tax in Excel.
✓   Attendance Sheet Format: Tracking and Analyzing ●Attendance Data

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## Microsoft Powerpoint

✓ Creating Presentations:
✓ Selecting Themes and Layouts.
✓ Inserting and Formatting Text, Images, and Shapes.
✓ Adding and Arranging Slides.
✓ Design and Formatting:
✓ Using Slide Master for Consistent Design.
✓ Applying Transitions and Animations.
✓ Customizing Slide Backgrounds and Themes.
✓ Multimedia and Interactivity:
✓ Embedding Videos and Audio.
✓ Creating Hyperlinks and Action Buttons.
✓ Designing Interactive Presentations.
✓ Software Installation
✓ Mailing
✓ Final Project:
✓ Comprehensive Project Combining Word, Excel, and PowerPoint.
✓ Creating Creative Templates and Resume Format in MS WORD



Creative PowerPoint Presentation Template