



COMPUTER BASIC

❖ **Fundamentals of Computer:**

- What is a computer?
- Hardware & Software
- Basic parts of a desktop computer
- Buttons & ports on a computer case
- Computer Peripherals
- What is an operating system?
- What is an application?
- Setting up a computer

❖ **Windows – Operating System**

- Some basic Terminology & Typing Skills
- Setting up Desktop Features
- Opening files and applications
- Create, Rename, Delete Files & Folders
- Cut, Copy, Paste Files & Folders.
- Notepad, MS- Paint, Word Pad

❖ **Microsoft Office Word**

- Features of MS-Word
- The Ribbon & Toolbar
- Save, open, Edit, Format the Document
- Insert Tables, Symbols, Shapes ... Etc
- Page Setup (Design & Layout Menu)
- Mail Merge
- Review & View Menu

❖ **Microsoft Office Excel**

- Overview of Excel features.
- Save, open, Edit, Format the worksheet
- Working with Cells and Sheets
- Modifying Columns, Rows, and Cells
- Basic Formulas and Functions
- Using Excel's auto-fill features
- Insertion of Table, Charts
- Page Layout and Printing
- Working with Multiple Worksheets

❖ **Microsoft Office Power Point**

- Overview of Power features.
- Save, Open, Edit, Format Presentation
- Working with Slides
- Insert & Format Pitchers & Shapes
- Aligning, Ordering, & Grouping Objects
- Animating Text and Objects
- Inserting Video, Audio, Charts, SmartArt
- Customizing Your Presentation

❖ **Internet & Email**

- Browsing the Web
- Using Search Engines
- Email Basics & Common Email Features

For Details Contact

:9964001001