

# Computer Basics Course

## Content-Word, PPT, Excel

### **MODULE 1: KNOWING COMPUTER**

- What is Computer
- Basic Application of Computer
- Components of Computer System
- Components of Hardware and Software
- Connecting Keyboard, mouse, monitor and printer to CPU and Checking Power Supply

### **MODULE 2: OPERATING COMPUTER USING GUI BASED OPERATING SYSTEM**

- What is an Operating System
- Basic of Popular Operating System
- The User Interface, Using Mouse
- Using right Button of the Mouse and Moving Icons on the Screen
- Use of Common Icons, Status Bar, Using Menu and Menu-Selection
- Running an Application, Viewing of file, Folders and Directories
- Creating and Renaming of files and folders
- Opening and Closing of different Windows
- Using help
- Creating Shortcuts
- Basics of O.S Setup
- Common Utilities

### **MODULE 3: MS-WORD**

- Beginning to Use Microsoft Word 2010
  - Starting Microsoft Word 2010
  - Opening a New Document
  - Saving a Document
- Basic Editing
  - The Cursor
  - Inserting Text
  - Deleting Text
  - Moving Text
  - Undo and Redo
  - Wrap Text
- Formatting
  - Selecting Text
  - Applying a Font
  - Changing Font Size

- Font Attributes
  - Font Color
  - Clear Formatting
  - Text Alignment
- Copying and Moving Text and Objects
  - The Clipboard
  - Paste
  - Formatting
  - Drag and Drop Text
- Editing Features
  - Spell Check
  - Thesaurus
  - Auto Correct
  - Check Word Count
  - Track Changes
  - Accepting and Rejecting Changes
  - Page View
  - Zoom
- Paragraph Formatting
  - Changing Paragraph Alignment
  - Indenting Paragraphs
  - Add Borders or Shading to a Paragraph
  - Apply Paragraph Styles
  - Creating Links within a Document
  - Change Spacing Between Paragraphs and Lines
- Tables
  - Creating Tables
  - Creating a table by highlighting the boxes
  - Create a table by using the Insert Table command
  - Drawing a Table
  - Converting text into a table
  - Quick Tables
  - Entering Text
  - Table Tools
  - Inserting rows and columns
  - Deleting Cells, Rows or Columns
  - Merging Cells and Splitting Cells
  - Adjusting Column Width
  - Position Text Within A Cell
  - Borders and Shading
- Lists
  - Bulleted and Numbered Lists
  - Creating a Nested List
  - Format Your List
  - Creating Outlines
- Page Formatting
  - Page Margins
  - How to Change the Orientation, Size of the Page, or Size of the Columns
  - Apply a Page Border and Color
  - Insert Headers and Footers (Including Page Numbers)

- Create a Page Break
- Insert a Cover Page
- Insert a Blank Page
- Inserting Graphics, Pictures, and Table of Contents
  - Inserting Special Characters Into Your Document
  - Inserting Equations
  - How to Insert Illustrations, Pictures, and SmartArt
  - Resizing Graphics
  - Watermarks
  - Table of Contents
  - Creating a Table of Contents
  - Update a Table of Contents
  - Delete a Table of Contents
- Advanced Tools
  - References and Citations
  - How to Insert Citations
  - Manage Sources
  - Adding a Bibliography
  - Adding Footnotes
  - Compare and Merge Documents
  - Protect Document
  - Creating a List for Mail Merge
  - Mail Merge

## **MODULE 4: MS-POWERPOINT**

- Introduction
  - Opening new Presentation
  - Different presentation templates
  - Setting backgrounds
  - Selecting presentation layouts
- Creating a presentation
  - Setting presentation style
  - Adding Text to the presentation
- Formatting a presentation
  - Adding style
  - Color, gradient fills
  - Arranging objects
  - Adding Header & Footer
  - Slide Background
  - Slide layout
- Adding Graphics to the presentation
  - Inserting pictures, movies, tables, etc into the presentation
  - Drawing Pictures using Draw
- Adding effects to the presentation
  - Setting Animation & transition effect
  - Adding audio and video

## MODULE 5: MS-EXCEL

- Introduction
  - Spreadsheet & its Applications
  - Opening spreadsheet
  - Menus & Toolbars & icons
  - Shortcuts
  - Using help
- Working with Spreadsheets
  - Opening a File
  - Saving Files
  - Setting Margins
  - Converting files to different formats
  - Spreadsheet addressing
    - Rows, Columns & Cells,
    - Referring cells and Selecting cells
  - Entering and Editing Data
    - Entering Data
    - Cut, Copy, paste, Undo, Redo, Find, Search & Replace
    - Filling continuous rows, columns
    - Inserting – Data, cells, column, rows & sheets
    - Manual breaks
  - Computing data
    - Setting Formula
    - Finding total in a column or row
    - Mathematical operations (Addition, Subtraction, Multiplication, Division, Exponentiation)
    - Using other Formulas
- Formatting Spreadsheets
  - Formatting ( Cell, row, column & Sheet)
    - Alignment, Font, Border & shading
    - Highlighting values
    - Hiding/Locking Cells
  - Worksheet
    - Sheet Name
    - Row & Column Headers
    - Row Height, Column Width
    - Visibility (Row, Column, Sheet)
    - Security
  - Formatting (worksheet)
    - Sheet Formatting & style – background, color , Borders & shading
    - Formatting layout for Graphics, Clipart etc.,
- Working with sheets
  - Sorting
  - Filtering
  - Validation
  - Consolidation
  - Subtotal
- Creating Charts
  - Selecting charts

- Formatting charts, label, scaling etc.
- Using Tools
  - Error Checking
  - Spell Checks
  - Formula Auditing
  - Tracking Changes
  - Customization
- VLOOKUP
- Document Printing
- Email workbook
- Translate Workbook
- Workbook security
- Pivot table
- Charts
- Data Analytics
- Keyboard shortcuts