

Basic Computer Course - Syllabus

Course Duration: 2 Months

Course Category: Computer Fundamentals

Module 1: Introduction to Computers

Computer Basics, Hardware & Software, Input and Output Devices

Module 2: Windows Operating System

Desktop, File Management, Control Panel, Basic Settings

Module 3: MS Word

Document Creation, Formatting, Tables, Page Setup, Printing

Module 4: MS Excel

Worksheets, Formulas, Functions, Charts, Data Management

Module 5: MS PowerPoint

Presentation Design, Slides, Animations, Slide Show

Module 6: Internet & Email

Web Browsing, Search Engines, Email Creation and Usage

Module 7: Practical Assignments

Hands-on Practice on Windows, Word, Excel, PowerPoint, Internet and Email