



Basic Computer Syllabus

INTRODUCTION TO COMPUTER

- Computer Introduction
- Understanding of Operating System
- Computer Short Keys
- Instalation of Program
- Uninstallation of Program

Microsoft Office

- Introduction to Microsoft Office
- MS Office Products
- MS Office Short keys

MS-Word

- Introduction
- Working with Documents
- Editing text documents
- Formatting Documents
- Creating Tables
- Drawing

MS-Excel

- Introduction
- Working with Spreadsheets
- Spreadsheet addressing
- Entering and Editing Data
- Computing data
- Formatting Spreadsheets
- Worksheet

MS Power Point

- Introduction
- Creating a presentation
- Formatting a presentation
- Adding Graphics to the presentation
- Adding effects to the presentation
- Global vs. Local variable



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