

Overview of computers

Windows

- Uses of computer
- Using mouse comfortably
- Using keyboard for typing
- Understanding Input, Process and Output
- Computer Hardware and Software
- Operating System (Windows 7)
- Overview of Operating System
- Basic Operations
- How to start a computer
- How to logoff and hibernate a laptop
- How to connect a headset to computer
- Learn to interact with computers
- Personalizing Desktop
- Changing the Desktop Background
- Applying a Screen Saver
- Applying Themes
- File and Folder Management Applications
- Using Applications
- Creating pictures with MS Paint
- Using Notepad to create a text document
- Using WordPad to decorate a document
- Windows Media Player
- Calculator
- Sticky Notes
- Tablet PC Input Panel
- Windows Games
- Math Input Panel

Word Processing (Microsoft Word 2013)

- Basic Operations
- Creating and Editing documents
- Formatting documents
- Enhancing documents
- Applying Page Setup
- Working with various objects like shapes, SmartArt, Pictures and Tables
- Inserting Header and Footers
- Linking and embedding documents
- Previewing and Printing documents
- Advanced Word Processing
- Creating and Editing PDF documents
- Comparing two versions of a document
- Proofreading of a document using track changes
- Including Digital Signature into the document
- Inserting ActiveX controls
- Using Table of Contents
- Using Mail Merge
- Protecting a document
- Sharing document online
- Creating a web page

Spreadsheet (Microsoft Excel 2013)

- Creating and editing workbook
- Organizing and formatting worksheets
- Data analysis and management
- Using formulas and functions
- Previewing and printing worksheets

- **Advanced Spreadsheet**
- **Managing multiple worksheets**
- **Producing and designing charts**
- **Creating Pivot tables and pivot charts**
- **Importing and exporting data between spreadsheets and other applications**
- **Using advanced functions**
- **Applying conditional formatting**
- **Using data validation**
- **Using sort and filter**

Presentation Graphics (Microsoft PowerPoint 2013)

- **Creating and Editing Presentations**
- **Designing and Enhancing Presentation**
- **Delivering Presentation**
- **Advanced Presentation Graphics**
- **Creating videos of presentations**
- **Saving presentation in various formats**
- **Importing and exporting presentations**
- **Using templates**
- **Working with slide master**

Personal Information Manager (Microsoft Outlook 2013)

- **Setting up a new email account in Microsoft Outlook**
- **Sending, receiving, replying, forwarding mail messages**
- **Including a signature in outgoing message**
- **Scheduling meetings with others**
- **Creating contacts and appointments**
- **Computer Ethics, Privacy and Security Scanning**
- **Printing Internet, Email, Net Banking, Blog, Google Drive**

- Spam, Downloading, Uploading etc