



**EPORTALS**

# **COMPUTER TRAINING CURRICULUM**



Arranged By :  
**EPORTALS COMPUTER  
TRAINING CENTER**

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# Training Plan

## 01 Computer Appreciation

An Overview of computers, Parts of Computers, Hardware & Software, Viruses and Antiviruses, Desktop Environment

## 02 Introduction to Microsoft Word

Features of Microsoft Word, Typing, Working with Tables, Graphics in Microsoft Word, etc

## 03 Introduction to Power Point

Overview of Power Point, Adding Slides, Animations, Transition, Audio and Special Effects, etc

## 04 Introduction to Ms Excel

Overview of Ms. Excel, working with cells, Cell Addresses, Sorting in Excel, Functions and Formulas, Data Analysis in Excel

## 05 Graphics Design

Principles of Graphics Design, Working with Corel Draw, Drawing objects, Designing Flyers, Poster and Logos

## 06 Desktop Publishing, Internet and Email

Features of Desktop Publishing, Working with Internet and creating emails



# EPORTALS COMPUTER TRAINING CENTER

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Airport Road, Abuja  
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## TRAINING CURRICULUM

LEVEL 1 (1<sup>ST</sup> MONTH)

❖ **COMPUTER APPRECIATION**

DURATION: ONE MONTH

COURSE CONTENT:



▪ <b>LESSON 1</b>	▪ <b>Introduction to Computers</b>
▪ <b>LESSON 2</b>	▪ Classification of Computers
▪ <b>LESSON 3</b>	▪ Hardware, Software and Storage Devices
▪ <b>LESSON 4</b>	▪ Viruses and Antivirus
▪ <b>LESSON 5</b>	▪ Turning on and off your computer
▪ <b>LESSON 6</b>	▪ Booting Process
▪ <b>LESSON 7</b>	▪ Features of Windows Desktop
▪ <b>LESSON 8</b>	▪ Features of Windows File Explorer
▪ <b>LESSON 9</b>	▪ Functions of the Mouse

▪ <b>LESSON 10</b>	▪ Parts of the Keyboard
▪ <b>LESSON 11</b>	▪ Setting up your Desktop Computer
▪ <b>LESSON 12</b>	▪ How to Personalize your Desktop Background/Screensaver
▪ <b>LESSON 13</b>	▪ How to Create a folder, rename, customize or delete folders
▪ <b>LESSON 14</b>	▪ The Control Panel
▪ <b>LESSON 15</b>	▪ Basic Operations in Windows
▪ <b>LESSON 16</b>	▪ Tracing Locations and Addresses in Windows File Explorer

## LEVEL 2 (2<sup>ND</sup> MONTH)

### ❖ **MICROSOFT WORD**

DURATION: ONE MONTH

COURSE CONTENT:



▪ <b>LESSON 1</b>		▪ <b>Introduction to Microsoft Word</b>	
▪ <b>LESSON 2</b>		▪ Launching Microsoft Word	
▪ <b>LESSON 3</b>		▪ Features of Microsoft Word	
▪ <b>LESSON 4</b>		▪ Basic Typing Technique	
▪ <b>LESSON 5</b>		▪ Navigation in Microsoft Word	
▪ <b>LESSON 6</b>		▪ How to format texts in Microsoft Word	
▪ <b>LESSON 7</b>		▪ Basic Control Functions/shortcuts in Microsoft Word	
▪ <b>LESSON 8</b>		▪ Working with Tables	
▪ <b>LESSON 9</b>		▪ Graphics in Microsoft Word	
▪ <b>LESSON 10</b>		▪ Creating Letterheads	
▪ <b>LESSON 11</b>		▪ Page setup/ Formatting Paragraphs	

▪ <b>LESSON 12</b>	▪ Setting up security features
▪ <b>LESSON 13</b>	▪ Creating Newsletters in Microsoft Word
▪ <b>LESSON 14</b>	▪ How to save and convert to pdf
▪ <b>LESSON 15</b>	▪ Spelling and Grammar Review
▪ <b>LESSON 16</b>	▪ Printing in Microsoft Word
▪ <b>LESSON 17</b>	▪ Class Projects

### LEVEL 3 (3<sup>RD</sup> MONTH)

## ❖ POWER POINT

DURATION: ONE MONTH

### COURSE CONTENT:



▪ LESSON 1		▪ Launching Power Point	
▪ LESSON 2		▪ Features of Power Point	
▪ LESSON 3		▪ Components/Structure of Power Point	
▪ LESSON 4		▪ Creating a new Presentation	
▪ LESSON 5		▪ Layout of Slides/ Page setup	
▪ LESSON 6		▪ Formatting texts in Power Point	
▪ LESSON 7		▪ Slide Styles/ Designs	
▪ LESSON 8		▪ Drawing and editing objects in Power Point	
▪ LESSON 9		▪ Adding Graphics, pictures, audio and videos in Power Point	
▪ LESSON 10		▪ Animation in Power Point	
▪ LESSON 11		▪ Transition of slides	

▪ <b>LESSON 12</b>	▪ Setting up your slideshow
▪ <b>LESSON 13</b>	▪ Printing Power Point slides
▪ <b>LESSON 14</b>	▪ Adding charts and Smart Art to Power Point



## LEVEL 4 (4<sup>TH</sup> MONTH)

### ❖ **MICROSOFT EXCEL**

DURATION: ONE MONTH

COURSE CONTENT:



▪ <b>LESSON 1</b>	▪ <b>Introduction to Excel</b>
▪ <b>LESSON 2</b>	▪ Launching Excel
▪ <b>LESSON 3</b>	▪ Structure/Components of Excel
▪ <b>LESSON 4</b>	▪ Saving Excel Workbooks
▪ <b>LESSON 5</b>	▪ Inserting Worksheets to Workbooks
▪ <b>LESSON 6</b>	▪ Navigation in Excel
▪ <b>LESSON 7</b>	▪ Page setup in Excel
▪ <b>LESSON 8</b>	▪ How to Format Cells in Excel
▪ <b>LESSON 9</b>	▪ Working with Cell Addresses
▪ <b>LESSON 10</b>	▪ Class mini projects
▪ <b>LESSON 11</b>	▪ How to Enter Texts and Numbers in Excel

▪ <b>LESSON 12</b>	▪ Formatting texts in Excel
▪ <b>LESSON 13</b>	▪ How to Insert or delete rows and Columns in Excel
▪ <b>LESSON 14</b>	▪ Merging cells/ Text Wrapping
▪ <b>LESSON 15</b>	▪ Table Borders
▪ <b>LESSON 16</b>	▪ Sorting Data in Excel
▪ <b>LESSON 17</b>	▪ Data Analysis in Excel
▪ <b>LESSON 18</b>	▪ Formulars and Functions in Excel
▪ <b>LESSON 19</b>	▪ Charts in Excel
▪ <b>LESSON 20</b>	▪ Printing in Excel

## LEVEL 5 (5<sup>TH</sup> MONTH)

### ❖ **GRAPHICS DESIGN**

DURATION: ONE MONTH

COURSE CONTENT:



▪ <b>LESSON 1</b>	▪ <b>Principles of Graphics Design</b>
▪ <b>LESSON 2</b>	▪ Features of Corel Draw
▪ <b>LESSON 3</b>	▪ Introduction to Corel Draw
▪ <b>LESSON 4</b>	▪ Tools in Corel Draw
▪ <b>LESSON 5</b>	▪ Drawing Basic Shapes (2D)
▪ <b>LESSON 6</b>	▪ Drawing Complex Shapes/ Designs
▪ <b>LESSON 7</b>	▪ Importing pictures into Corel Draw
▪ <b>LESSON 8</b>	▪ Adding Texts to Corel Draw
▪ <b>LESSON 9</b>	▪ Formatting Texts in Corel Draw
▪ <b>LESSON 10</b>	▪ Editing, saving and Exporting graphics in Corel Draw
▪ <b>LESSON 11</b>	▪ Learning the Colour Wheel

- **LESSON 12**

- Designing Logos

- **LESSON 13**

- Designing Flyers/ Posters

- **LESSON 14**

- Class Projects

- **LESSON 15**

- Printing or saving designs as pictures

## LEVEL 6 (6<sup>TH</sup> MONTH)

### ❖ **DESKTOP PUBLISHING / INTRO TO INTERNET / PAINT**

DURATION: ONE MONTH

COURSE CONTENT:

INTERNET	
▪ <b>LESSON 1</b>	▪ Basic Concepts in Internet
▪ <b>LESSON 2</b>	▪ Definition of Terms
▪ <b>LESSON 3</b>	▪ Internet Browsers
▪ <b>LESSON 4</b>	▪ Browsing the Internet
▪ <b>LESSON 5</b>	▪ Creating Emails
▪ <b>LESSON 6</b>	▪ Checking Emails
▪ <b>LESSON 7</b>	▪ How to detect Spams
	DESKTOP PUBLISHING
▪ <b>LESSON 8</b>	▪ How to Launch DTP
▪ <b>LESSON 9</b>	▪ Choosing Templates

▪ <b>LESSON 10</b>	▪ Linking Textboxes
▪ <b>LESSON 11</b>	▪ Saving your Content
	MS PAINT
▪ <b>LESSON 12</b>	▪ Working with Paint
▪ <b>LESSON 13</b>	▪ Opening a picture with Paint Resizing Images
▪ <b>LESSON 14</b>	▪ Adding Texts to Pictures
▪ <b>LESSON 15</b>	▪ How to change picture formats
▪ <b>LESSON 16</b>	▪ Editing pictures in Paint
	OTHER CONTENTS
▪ <b>LESSON 17</b>	▪ MAKING PHOTOCOPIES
▪ <b>LESSON 18</b>	▪ SCANNING
▪ <b>LESSON 19</b>	▪ PRINTING PASSPORTS

## **CLASS DURATION: 10am – 2pm**

LEVEL 1: 10:00 AM  
LEVEL 2: 10:30 AM  
LEVEL 3: 11:00 AM  
LEVEL 4: 11:30 AM  
LEVEL 5: 12:00 NOON  
LEVEL 6: 12:30 PM

### **OTHER SOLO COURSES**

1. Corel Draw: (One Month) Twenty-Five Thousand Naira (~~₦~~25,000) Only
2. Excel: (One Month) Twenty Thousand Naira (~~₦~~20,000) Only
3. Microsoft Word: (One Month) Twenty Thousand Naira (~~₦~~20,000) Only
4. Power Point: (One Month) Twenty Thousand Naira (~~₦~~20,000) Only

NOTE THAT: MONTHLY PAYMENT IS ₦15,000. Discounts only apply to complete payment.