Basic Computer Course

1. Introduction to computers
   1. Computer
   2. OS
   3. User Interfaces – GUI / CUI
   4. Input / Output Devices
   5. Hardware / Software
2. Files and Folders
   1. Files & Folders
   2. Extensions
   3. Shortcuts
3. Window Overview and Handling
   1. Parts of windows
   2. Hot keys
   3. Handling windows
   4. Microsoft Office Introduction
4. Notepad
5. WordPad
6. MS Paint
7. MS Word (Basics)
8. MS PowerPoint (Basics)
9. MS Excel (Basics)

Shortcut Keys

Run Commands

Study Material (as softcopy)