**Sindh Village Development Program (SVDP)**

**Description of the course**

Course Name: **Basics Of Computer & Office Automation**

In this course student will be able learn what is computer hardware, what is computer software. how it is used how different functions work in cmputer how it can be usefull in designing and creating documents why computer is a powerful tool in modern world.

**Major objective**

1. Windows Installation
2. Different Software Installation
3. Hardware Installation
4. Memory Management
5. Document Creation
6. Building Presentation Skills

**Outline of the course**

In this course there are 2 parts   
1. Basics Of Computer

This includes:

* Basic information about computers
* Keyboard learning
* Typing Basics
* Mouse Learning
* Mouse buttons functionality
* Hardware classes
* Software classes
* Hardware parts of computer information
* Error finding
* Error diagnosing
* Windows instalation
* Windows operating
* Basic functions operating
* Creating folders
* Renaming folders
* File management
* Memory devices and memory interchanging
* Transfering file internal to external memory and vice versa
* Installing other softwares
* Installing Ms. Office

2. Office Automation

This Includes

* Basics of Ms. Office
* **Ms. Word**
* Creating word document
* Saving document
* Exploring and using each and every function in Ms. Word
* Typing method
* Creating and printing official applications
* **Ms Excel**
* Basics of excel
* Using and exploring each and every function in excel
* Creating tables in excel
* Using several formulae in tables
* Learning what is data entry operating
* **Ms PowerPoint**
* Basics of PowerPoint
* Learning and using each & every function of PowerPoint
* Designing Presentations
* Using animations & transitions
* Building presentation skills
* Learning basic animation designing in PowerPoint

**Methodology**

* 70% practical teachings
* 30% theoritical Teachings
* 20 minutes theory & 40 minutes practical class regular
* Practical test will be conducted every Saturday.
* A monthly test wil conducted at the end of the month ( 50% theory 50% practical)
* Final test will be conducted at the end of the course.

**Outcome**

1. Trainees be able to operate computer (windows operating system)
2. Trainees be able to diagnose any type of error and solve it (Hardware or Software)
3. Trainees be able to design any type of document (application, letter, certificate, tables, lists, formulated tables, result sheets, attendace sheets, restaurant bills)
4. Trainees will be abe to create presentations (using Ms PowerPoint)
5. Trainees will be able to present those presentaions.