

Basics of Computer Course Outline:

Introduction to Computers

- Definition and evolution of computers
- Basic components of a computer system (CPU, memory, input/output devices)
- Types of computers (desktop, laptop, tablet, smartphone)
- Operating systems and their functions

Computer Hardware

- Overview of hardware components (CPU, RAM, storage devices, input/output devices)
- Understanding computer ports and connectors
- Maintenance and troubleshooting tips

Computer Software

- Types of software (system software, application software)
- Introduction to operating systems (Windows, macOS, Linux)
- Overview of software applications (word processing, spreadsheet, presentation software)

Windows Installation

- Understanding system requirements for Windows installation
- Preparing for installation (backup, partitioning)
- Installing Windows operating system
- Post-installation setup and configuration

Basic Windows Operations

- Navigating the Windows desktop and Start menu
- Using Windows Explorer/File Explorer for file management
- Customizing Windows settings and preferences
- Understanding user accounts and permissions

Internet and Email Basics

- Introduction to the internet and its components
- Web browsers and their functions

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- Understanding URLs, websites, and web pages
 - Internet safety and security tips
 - Setting up and configuring email accounts
 - Composing, sending, and receiving emails

Basic Computer Skills

- Using a mouse and keyboard efficiently
- File management (creating, saving, organizing files and folders)
- Basic text editing and formatting
- Printing documents

MS Office Course Outline:

Introduction to MS Office Suite

- Overview of Microsoft Office applications (Word, Excel, PowerPoint, Outlook)
- Importance and uses of MS Office in personal and professional settings

Microsoft Word

- Creating, saving, and opening documents
- Text formatting (font styles, sizes, colors)
- Paragraph formatting (alignment, indentation, spacing)
- Inserting and formatting images, tables, and charts
- Page layout and printing options

Microsoft Excel

- Introduction to spreadsheets and cells
- Basic calculations and formulas
- Formatting cells (number, alignment, font)
- Working with rows, columns, and sheets
- Creating charts and graphs

Microsoft PowerPoint

- Creating and organizing slides
- Adding text, images, and multimedia elements
- Applying slide transitions and animations
- Tips for effective presentation design and Presenting slideshows
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