

1. Basic Computer Operations

1. **File Management Basics:** Creating, renaming, saving, and organizing files and folders; understanding file types and extensions.
2. **Copy, Cut, and Paste:** Basic clipboard operations, including using keyboard shortcuts (Ctrl+C, Ctrl+V, Ctrl+X). (CTRL+A) ctrl+s ctrl+z shift+a=A
3. **Text Editing Basics:** Selecting, formatting (bold, italic, underline), changing font and size, adjusting alignment, and setting line spacing.

2. Microsoft Word

1. Basics

- Introduction to Word interface
- Formatting basics: fonts, alignment, spacing, and styles
- **Document Formatting:** Margins, orientation, headers and footers, and page numbering.
- Creating and organizing sections, headers, and footers, bullet points, numbered list
- Using templates for common document types (e.g., reports, letters)
- Practical exercise: Formatting a sample document with multiple sections

Class 2 (Advanced Formatting and Features)

- Working with tables, images, and shapes
- Creating tables of contents and using references
- Using “Track Changes” for collaborative editing
- Finalizing and securing documents (e.g., exporting to PDF, protecting with passwords)
- Practical exercise: Create a document with images, captions, and a table of contents

3. Power point (Show my mer ppt)

1. Introduction to PowerPoint (10 minutes)

- **Understanding PowerPoint’s Interface:** Ribbon, slides pane, slide sorter view, and notes section.
- **Presentation Structure:** Common elements (title slide, content slides, conclusion) and organizing slides logically.

2. Creating and Designing Slides (30 minutes)

- **Slide Layouts:** Using different slide layouts for text, images, and media.

- **Themes and Templates:**
 - Applying built-in themes for consistent design.
 - Customizing templates with colors, fonts, and layouts.
 - **Adding Text and Formatting:**
 - Working with text boxes, formatting (font size, color, alignment).
 - Effective use of bullet points for readability.
 - Practical Exercise: Create a 3-slide mini-presentation using a template, focusing on basic text and layout.
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3. Visual Elements: Adding Images, Shapes, Icons, and Charts (30 minutes)

- **Inserting and Formatting Images:**
 - Adding images, resizing, cropping, and using image styles.
 - Finding and inserting icons for visual support.
 - **Using Shapes:** Adding shapes for emphasis or to create visual elements.
 - **Creating Charts and SmartArt:**
 - Adding and customizing charts for data presentation.
 - Using SmartArt for easy-to-understand visual representations of lists and hierarchies.
 - Practical Exercise: Insert images, icons, and a chart into a slide deck, applying design principles for a clean look.
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4. Transitions and Animations (20 minutes)

- **Slide Transitions:** Using subtle transitions between slides for a smooth flow.
 - **Animations for Visual Emphasis:**
 - Adding animations to text and objects to emphasize key points.
 - Avoiding excessive animations that detract from professionalism.
 - **Animation Pane and Timing:** Controlling timing and sequencing of animations for a polished effect.
 - Practical Exercise: Apply transitions to slides and animations to key points within slides, using the animation pane to adjust timing.
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5. Effective Presentation Design Principles (20 minutes)

- **Readability and Simplicity:**
 - Using minimal text, large fonts, and contrasting colors for readability.
 - Importance of whitespace to avoid clutter.
- **Visual Hierarchy:**
 - Emphasizing key information using size, color, and positioning.
 - Highlighting essential points while guiding the viewer's attention.
- **Consistency:**
 - Maintaining consistent fonts, colors, and layouts across slides for coherence.
- Practical Exercise: Review and refine slides based on these design principles.

6. Storytelling and Structuring Presentations (20 minutes)

- **Introduction, Body, and Conclusion:**
 - Structuring content logically from introduction to conclusion.
 - Using the “tell them” approach (tell them what you’re going to tell them, tell them, tell them what you told them).
 - **Engaging the Audience:**
 - Using questions, brief narratives, or visuals to keep attention.
 - Practical: Plan a short presentation outline, focusing on key messages and a logical flow.
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7. Final Practical Exercise: Putting It All Together (30 minutes)

- **Task:** Students create a 5-slide presentation on a given topic, incorporating:
 - Title and conclusion slides
 - Text, images, and a chart or SmartArt
 - Appropriate animations, transitions, and design principles.
- **Peer Review:** Students present to a partner or group, receiving feedback on slide design, clarity, and flow.

4. Microsoft Excel

Excel Class 3: Excel Basics

Focus: Familiarize students with Excel’s interface, basic functions, and data entry.

1. Introduction to the Excel Interface (15 minutes)

- Overview of Excel's layout: Ribbon, worksheet tabs, columns, rows, cells.
- Navigating through sheets and workbooks.
- Difference between cells, ranges, and tables.

2. Basic Data Entry and Formatting (20 minutes)

- Entering data into cells and using basic text and number formatting.
- Formatting basics (bold, italics, cell background, borders).
- Adjusting cell size, merging cells, and using text alignment.

3. Essential Formulas and Functions (25 minutes)

- Introduction to formulas and basic arithmetic operations.
- Key functions:
 - **SUM:** Adding values in a range.

- **AVERAGE**: Calculating the mean of values.
 - **COUNT**: Counting the number of cells with values.
- Practical: Students enter data and apply basic formulas to sum and average.

4. Data Sorting and Filtering (20 minutes)

- Sorting data (ascending/descending by a specific column).
- Using filters to display only relevant data.
- Practical: Organize data in a sample dataset, sorting and filtering by specific criteria.

5. Introduction to Charts (30 minutes)

- Creating basic charts (bar, line, and pie charts).
- Customizing chart titles, labels, and colors.
- Practical: Create a chart based on sample data and customize it to be clear and presentable.

6. Practical Exercise (10 minutes)

- Task: Students practice creating a small dataset, applying formulas, sorting, and generating a basic chart for visual representation.

Excel Class 4: Advanced Excel for Data Analysis

Focus: Equip students with data handling, analysis tools, and more complex functions to gain insights from data.

1. Working with Functions (30 minutes)

- **IF**: Conditional statements to evaluate data based on criteria.
 - Example: If a student's score is above a threshold, mark as "Pass," else "Fail."
- **COUNTIF** and **SUMIF**: Counting or summing based on conditions.
- **VLOOKUP**: Lookup data from a different sheet or column.
- Practical: Calculate pass/fail for a set of grades, count specific criteria, and use VLOOKUP to fetch data.

2. Conditional Formatting (20 minutes)

- Highlight cells based on specific conditions (e.g., highlighting all cells with values > 80).
- Applying color scales, icon sets, and data bars for visual cues.
- Practical: Apply conditional formatting to a grade or expense dataset to visually differentiate data points.

3. Pivot Tables (30 minutes)

- Explanation of pivot tables as a tool for data summarization.
- Creating a pivot table from raw data to group and analyze information.

- Practical: Generate a pivot table from a sample dataset to find totals and averages by category.

4. Data Validation (10 minutes)

- Setting up data validation rules (e.g., creating a drop-down list).
- Ensuring data accuracy and consistency in large datasets.
- Practical: Add data validation to a dataset for controlled data entry.

5. Practical Exercise and Q&A (30 minutes)

- Task: Students complete an analysis project using sample data (e.g., summarizing expenses, grades, or survey results).
 - They apply sorting, filtering, formulas, conditional formatting, pivot tables, and create a final chart.
 - Q&A session to review complex topics and address any questions from students.
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5: Google Docs and Sheets (Collaborative Cloud-Based Tools)

- Overview of Google Workspace (Google Docs and Sheets basics)
- Sharing documents, permissions, and real-time collaboration
- Basic Google Sheets functions and charts for collaboration
- Practical exercise: Collaboratively edit a document with assigned roles for group editing, commenting, and sharing insights.

6: Basic Internet Skills

- Using search engines effectively: keywords, advanced operators (e.g., site:, filetype:, etc.)
- Email best practices (formal email writing, attachments, and using CC/BCC)
- Internet safety (identifying reliable sources, recognizing phishing)
- Practical exercise: Research a topic and email the findings following proper email structure and etiquette.

7: File Management and Organization

- Importance of file organization and naming conventions
- Using folders and subfolders, shortcuts, and file paths
- Intro to cloud storage options (Google Drive, OneDrive, Dropbox)
- Practical exercise: Organize a set of mixed files into a structured folder system with clear naming conventions.
- Sync file with drive, less data loss

8: PDF Tools

- Creating PDFs from Word, Excel, and PowerPoint

- Basic editing tools for PDFs (annotation, merging, extracting pages)
- Converting files to and from PDF (PDF to Word, Excel, etc.)
- Practical exercise: Create a document, export it as PDF, and practice basic edits like highlighting and commenting.
- Smallpdf website

9: Digital Presentation Skills and Research Tools (grammarly)

- **Digital Presentation Skills:**
 - Basics of good design: consistency, readability, contrast, and layout balance
 - Storytelling with slides: structuring presentations for clarity
 - Using visuals effectively (images, icons, graphs) without clutter
 - Practical exercise: Review and improve a peer's presentation based on these principles.
- **Introduction to Research Tools:**
 - Basics of citation (e.g., how to cite sources, importance of academic integrity)
 - Overview of tools like Zotero and Mendeley for managing references
 - Using Google Scholar for basic academic research
 - Researchgate, smartquantai,
 - Practical exercise: Create a document with references using Google Scholar and add citations using a tool like Zotero.

10. Professional Communication Skills

Section 1: CV Writing (1 hour)

- **Purpose of a CV:** Briefly explain its role in showcasing skills, education, and experience.
- **Creating a CV and Cover Letter:** Structuring a resume, writing a cover letter, and formatting documents for a professional look.
- **Structure and Sections:**
 - Key sections: Contact Information, Summary, Education, Work Experience, Skills, and Additional Achievements.
 - Emphasis on tailoring the CV for the target job (customizing the Summary and Skills sections).
- **Formatting Tips:** Readability, consistency in fonts, and use of bullet points for clarity.
- **Practical Exercise:** Have students draft a one-page CV using a provided template, focusing on adding their educational background and relevant skills.

Section 2: Cover Letter Writing (30 minutes)

- **Purpose and Importance:** Discuss how a cover letter complements the CV by personalizing the application.
- **Structure and Content:**

- Sections: Introduction (purpose of writing), Body (highlighting relevant skills and experience), Conclusion (call to action or expressing eagerness).
 - Emphasize the importance of addressing the letter to the hiring manager if possible.
- **Practical Exercise:** Draft an introductory paragraph for a cover letter, focusing on connecting personal skills to a job requirement.

Section 3: Professional Email Writing (30 minutes)

- **Email Structure:**
 - Key components: Subject Line, Salutation, Body, Closing, Signature.
 - Tips for clear, concise language and formal tone.
- Email name convention,
- **Common Scenarios:** Writing emails for job applications, academic inquiries, or professional networking.
- **Practical Exercise:** Write a short, professional email applying for a position or requesting a meeting, emphasizing clarity and format.
- **Email Writing:** Email etiquette, structuring an email, using CC and BCC, and attaching files properly.
- **Proofreading and Spell Check:** Using spelling and grammar check, tips for proofreading, and editing.

11. Intermediate Digital Security & Literacy Skills

Basic Cybersecurity Awareness: Strong password creation 57name@#\$y, identifying phishing emails, and general internet safety

12. Social media Security

1. Introduction to Social Media Security (10 minutes)

- **Importance of Social Media Security:** Discuss why it's critical to protect personal information on platforms like Facebook, WhatsApp, and Gmail.
- **Risks:** Highlight common security risks, including identity theft, data breaches, and social engineering attacks.

2. Phishing Awareness (20 minutes)

- **Understanding Phishing:**
 - Definition: Phishing is an attempt by scammers to obtain sensitive information by pretending to be trustworthy sources.

- Examples: Fake emails from “banks,” social media alerts, or “special offers.”
 - **Common Phishing Tactics:**
 - **Suspicious Links:** Emails or messages with links that lead to fake login pages.
 - **Offers Too Good to Be True:** Fake offers or rewards that entice users to click.
 - **Identifying Phishing Links:**
 - Checking for unusual URLs, misspelled domain names, or slight changes (e.g., “fcebbook.com” instead of “facebook.com”).
 - Avoiding links in unexpected emails, especially those that demand immediate action.
 - **Practical Exercise:** Show examples of phishing messages and have students practice spotting warning signs.
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3. Risks of Clicking Suspicious Links (15 minutes)

- **Potential Consequences:**
 - Malware infection: Some links install malicious software on the device.
 - Data theft: Fake links can capture sensitive information, such as passwords.
 - Financial losses: Clicking on fake “payment” or “invoice” links may lead to scams.
 - **Best Practices:**
 - Hover over links to verify URLs before clicking.
 - Use official apps or go directly to a website instead of clicking links in emails or messages.
 - **Discussion:** Encourage students to share experiences (if any) with suspicious links and the effects of clicking on them.
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4. Safe Practices for Social Media and Messaging Apps (20 minutes)

- **WhatsApp and Link Sharing:**
 - Risks of clicking on unsolicited links shared in groups or chats.
 - Avoid forwarding messages without verifying the authenticity of links or information.
 - **Privacy Settings:**
 - Adjusting social media privacy settings to restrict who can view personal information.
 - Limiting what’s shared publicly on profiles (e.g., hiding phone numbers and email addresses).
 - **Practical:** Guide students through adjusting privacy settings on their Facebook or WhatsApp accounts.
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Managing Password Security (20 minutes)

- **Creating Strong Passwords:**
 - **Tips:** Use long passwords (12+ characters) with a mix of uppercase, lowercase, numbers, and special characters.

- Avoiding common pitfalls: No birthdates, predictable names, or simple sequences (e.g., "123456" or "password").
- **Using Password Managers:**
 - Overview of tools like LastPass, Dashlane, or Bitwarden to store and generate unique passwords.
 - Benefits of password managers for convenience and security.

5. Setting Up 2-Factor Authentication (20 minutes)

- **What is 2-Factor Authentication (2FA):**
 - Explanation: An extra security layer requiring a code (from SMS or an authenticator app) in addition to the password.
 - 10 important codes
 - **Why Use 2FA:**
 - Adds a layer of security in case a password is compromised.
 - **Setting Up 2FA on Gmail and Facebook:**
 - Step-by-step guide for enabling 2FA on Gmail and Facebook.
 - **Authenticator Apps:** Introduce apps like Google Authenticator, Authy, and Microsoft Authenticator for generating secure 2FA codes.
 - **Practical Exercise:** Walk students through enabling 2FA on their accounts, if they feel comfortable doing so.
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6. Using Accurate Name and Date of Birth (15 minutes)

- **Importance of Using Accurate Name and DOB:**
 - Helps verify identity if accounts are compromised.
 - Makes it easier to recover accounts that get locked.
 - **Gmail and Facebook Recommendations:**
 - Explain how using names matching official IDs can simplify account recovery.
 - Using actual birth dates on accounts to help verify ownership if needed.
 - **Security Reminder:**
 - Avoid sharing too much personal information on social media (e.g., full DOB, address) to protect against identity theft.
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7. Practical Exercise: Reviewing and Updating Security Settings (10 minutes)

- **Task:** Students check privacy and security settings on Gmail and Facebook.
 - Confirm the accuracy of profile information, enable 2FA, and adjust privacy settings.
- **Group Discussion:** Review best practices and takeaways, and address any security concerns raised by students.

