



## COMPUTER FUNDAMENTALS - SYLLABUS

WEEK - 01	Getting to Know Computers
WEEK - 02	Inside the Machine
WEEK - 03	Operating System Basics
WEEK - 04	Typing & Keyboard Skills
WEEK - 05	Microsoft Word
WEEK - 06	Microsoft Excel
WEEK - 07	Microsoft PowerPoint
WEEK - 08	Internet & Email Basics
WEEK - 09	Digital Safety & Cyber Awareness
WEEK - 10	Basic Troubleshooting
WEEK - 11	Mini Project
WEEK - 12	Revision & Certification

