



*Customized training module for
all age group according
to their requirement*

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Introduction To Computer

- Description of hardware – monitor, cpu, keyboard, mouse
- Computer Terminology
- How to turn on computer and monitor
- How to use keyboard
 - Overview of functions on the keyboard
 - Shift key, Caps Lock, Enter key, up and down keys, numbers
 - Term 'press any key'
- How to use a mouse
 - Single clicks vs double clicks
 - Right clicks vs left click
- How to Log On
 - Username
 - Password
- Overview of Task bar
- Overview of Desktop
- Icons
- Start
- Connecting to the world
- Bring up a web browser
- Minimize, Maximize and Close windows
- Scrolling
- Alt, cntl, delete key overview

Log Off - Standby, turn off, restart

1. Computer Tools & Utilities

- a. Disk Utilities
- b. Files & Directories
- c. Manipulating Files & Folders
- d. Working with the Windows Environment

2. Computer Network

- a. LAN
- b. Internet
- c. E-Mail
- d. Browsers, E-Mail Clients



Module 2: MS Word

1. Introduction

- a. Introduction to MSWord
- b. Menus
- c. Shortcuts
- d. Document types

2. Working with Documents

- a. Opening Files ♦ New & Existing
- b. Saving Files
- c. Formatting page and Setting Margins
- d. Converting files to different formats
 - i. Importing
 - ii. Exporting
 - iii. Sending files to others
- e. Editing text documents
 - i. Inserting
 - ii. Deleting
 - iii. Cut, Copy, paste
 - iv. Undo, Redo
 - v. Find, Search, Replace
- f. Using Tool bars, Ruler
 - i. Using Icons
- g. Using help

3. Formatting Documents

- a. Setting Font Styles
 - i. Font selection ♦ style, size, color etc.,
 - ii. Type face ♦ Bold Italic, underline
 - iii. Case settings
 - iv. Highlighting
 - v. Special symbols
- b. Setting Paragraph style
 - i. Alignments
 - ii. Indents
 - iii. Line space
 - iv. Margins
 - v. Bullets and Numbering
- c. Setting Page Style
 - i. Formatting

- ii. Border& Shading
- iii. Columns
- iv. Header & footer
- v. Setting Footnotes
- vi. Inserting manual Page break, Column break and line break.
- vii. Creating sections and frames
- viii. Inserting Clip arts, pictures, and other files
- ix. Anchoring & Wrapping
- d. Setting Document Styles
 - i. Table of Contents
 - ii. Index
 - iii. Page Numbering, data &Time, Author etc.,
 - iv. Creating Master Documents
 - v. Web page

4. Creating Tables

- a. Table settings
- b. Borders
- c. Alignments
- d. Insertion, deletion
- e. Merging
- f. Splitting
- g. Sorting
- h. Formula

5. Drawing

- a. Inserting Pictures/Files etc.,
- b. Drawing Pictures
- c. Formatting &Editing pictures
- d. Grouping and ordering
- e. Rotating

6. Tools

- a. Word Completion
- b. Spell Checks
- c. Macros
- d. Mail merge
- e. Templates
- f. Using Wizards
- g. Tracking Changes
- h. Security

7. Printing Documents

Module 3: MS Excel

1. Introduction

- a. Spreadsheet & its Applications
- b. Opening spreadsheet
- c. Menus & Toolbars & icons
- d. Shortcuts
- e. Using help
- f. Shortcuts

2. Working with Spreadsheets

- a. Opening a File
- b. Saving Files
- c. Setting Margins
- d. Converting files to different formats
 - i. Importing, Exporting and Sending files to others
- e. Spreadsheet addressing
 - i. Rows, Columns & Cells,
 - ii. Referring cells and Selecting cells
- f. Entering and Editing Data
 - i. Entering Data
 - ii. Cut, Copy, paste, Undo, Redo, Find, Search & Replace
 - iii. Filling continuous rows, columns
 - iv. Inserting - Data, cells, column, rows & sheets
 - v. Manual breaks
- g. Computing data
 - i. Setting Formula
 - ii. Finding total in a column or row
 - iii. Mathematical operations (Addition, Subtraction, Multiplication, Division, Exponentiation)
 - iv. Using other Formulas

3. Formatting Spreadsheets

- a. Formatting ◆ Cell, row, column & Sheet
 - i. Alignment, Font, Border & shading
 - ii. Highlighting values
 - iii. Hiding/Locking Cells
- b. Worksheet
 - i. Sheet Name
 - ii. Row& Column Headers
 - iii. Row Height, Column Width

- o iv. Visibility ◆ Row, Column, Sheet
- o v. Security
- c. Formatting ◆ worksheet
 - o i. Sheet Formatting & style - background, color , Borders & shading
- d. Anchoring objects
- e. Formatting layout for Graphics, Clipart etc.,

4. Working with sheets

- a. Sorting
- b. Filtering
- c. Validation
- d. Consolidation
- e. Subtotal

5. Creating Charts

- a. Selecting charts
- b. Formatting charts, label, scaling etc.,

6. Using Tools

- a. Error Checking
- b. Spell Checks
- c. Macros
- d. Formula Auditing
- e. Creating & using Templates
- f. Tracking Changes
- g. Customization

7. Printing worksheet



Module 4: MS Power Point

1. Introduction

- a. Opening new Presentation
- b. Different presentation templates
- c. Setting backgrounds
- d. Selecting presentation layouts

2. Creating a presentation

- a. Setting presentation style
- b. Adding Text to the presentation

3. Formatting a presentation

- a. Adding style
- b. Color, gradient fills
- c. Arranging objects
- d. Adding Header & Footer
- e. Slide Background
- f. Slide layout

4. Adding Graphics to the presentation

- a. Inserting pictures, movies, tables, etc into the presentation
- b. Drawing Pictures using Draw

5. Adding effects to the presentation

- a. Setting Animation & transition effect
- b. Adding audio and video



Module 5: MS Access

1. Introduction

- a. Database concepts
- b. Tables
- c. Queries
- d. Forms
- e. Reports

2. Opening & Saving database files

- a. Creating Tables
- b. Table Design
- c. Indexing
- d. Entering data
- e. Importing data

3. Creating Queries

- a. SQL statements
- b. Setting relationship
- c. Using wizards

4. Creating Forms

- a. GUI
- b. Form

5. Creating & printing report

Module 6: Internet

- a) The Internet and the Web
- b) Internet Access Providers
- c) Browsers
- d) Internet Communication
- e) E-Mail
- f) Instant Messaging
- g) Blocking Spam
- h) Search Tools
- i) Search Engines
- j) Metasearch Engines
- k) Specialized Search Engines
- l) Electronic Commerce
- m) Web Storefronts
- n) Web Auctions
- o) Security
- p) Web Utilities
- q) Telnet
- r) FTP
- s) Plug-ins
- t) Filters
- u) Internet is a High-Performance Network
- v) How to create your Account in FACEBOOK,YAHOO,GOOGLE
- w) PIM (Personnel Information Management) MS- OUTLOOK