

Course Outline For Students

| DAY | Category | Sub Category |
|----------|----------|-------------------------------------------------------------------------------------------------------|
| Day - 1 | MS Word | Word Introduction |
| Day - 2 | MS Word | File create, Folder, Download, Save, Formatting Windows Explorer, File Installation, Control Panel |
| Day - 3 | MS Word | Work with the buttons on the toolbar |
| Day - 4 | MS Word | Writing skills (English & Bangla) |
| Day - 5 | MS Word | CV Writing, Resume Creation, Cover letter Writing |
| Day - 6 | MS Word | Math Equation, Function, Formatting, |
| Day - 7 | MS Word | Necessary Shortcut Keys & Uses |
| Day - 8 | MS Excel | Function, Formatting, Calculation, Tools |
| Day - 9 | MS Excel | Budget Preparation, Employee Data Management |
| Day - 10 | MS Excel | Salary Sheet Creation, Graphical Presentation |
| Day - 11 | MS Excel | Understanding Average, Min, Max & Number Formats |
| Day - 12 | Quiz | Understanding Word & Excel Terminology Learning |