INFORMATION TECHNICAL VISION SOCIETY

Human Resource Development Organization

H-11, Road-35,Sector-35 Uttara, Dhaka.

Basic Computer

❖ **Basic Computer Course :** (Microsoft Office Application 2007/2800)

- ➢ Windows 7/10
- ➢ Word 2007
- ➢ Excel 2007
- ➢ PowerPoint 2007
- ➢ Access 2007
- ➢ Internet & Troubleshooting (Basic)

❖ **Course Objectives:**

Upon successful completion of this course, you will be able to perform basic work-related tasks on a PC running the Windows 10 operating system.

Facilities:
- ✓ Practice Class
- ✓ Feedback & Review Class
- ✓ Life time online support (Face book group, Email & Skype)

DATE	DAY	#	SCHEDULE	Duration (Minute)
			Topic/Syllabus	
	Mon	1	Orientation Class	02
04	Wed	2	**Accessing Windows 7/10** Get Started with Windows, Navigate the Windows 10 Desktop, and Use the Start Menu.	80
07	Sat	3	**Using Windows Universal Apps and Desktop Applications:** Use Desktop Applications, Use Windows Universal Apps Multitask with Open Apps, Install Apps from Windows Store	80
09	Mon	4	**Working with Files and Folders:** Manage Files and Folders with File Explorer Store and Share Files with One Drive	80
11	Wed	5	Computer Hardware & Troubleshooting	80

			MS Word 2007	
14	Sat		**Holiday (Bangali New Year)**	
16	Mon	6	Introduction about MS Word 2007/2800	80
18	Wed	7	**Menu Introductions**: Office Button, Home, Insert, Page layout, References, mailings, Re-View, View, Status Bar, Title bar.	80
21	Sat	8	**Ribbon Introductions:** Clipboard ,Font, Paragraph , Style, Editing	80
23	Mon	9	**Status Bar Introductions:** Page, Words, taskbar, Notification area File Save, File Exit.	80
25	Wed	10	New Document, Ms Office.	80
28	Sat	11	**Office Button:** New, Open, Save, Save As, Recent Document	80
30	Mon	12	**Home:** Clipboard, Font	80
	Wed	13	**Home:** Paragraph	80
05	Sat	14	**Home:** Style, Editing	80
07	Mon	15	**Insert**: Page, Tables	80
09	Wed	16	**Insert** : Illustration (Picture, Clip Art)	80
12	Sat	17	**Insert** : Illustration (Shape)	80
14	Mon	18	**Insert** : Illustration (Smart Art, Chart)	80
16	Wed	19	**Insert:** Links, Header & footer	80
19	Sat	20	**Insert:** Text, Symbols	80
22	Mon	21	**Page Layout**: Themes, Page Setup, Page Background, Paragraph, Arrange	80
24	Wed	22	**References**: Table of Contents, Footnotes, Citations & Bibliography, Captions, index, table of Authorities	80
26	Sat	23	**Mailings**: Create, Start Mail merge, Write & insert Fields, Preview Results, and Finish	80
28	Mon	24	**Review**: Proofing, Comments, Tracking, Changes, Compare, Protect.	80
30	Wed	25	**View**: Document Views, Show/ Hide, Zoom, Window Macros	80
02	Sat	26	Project	80
04	Mon	27	Project	80
06	Wed	28	Class Test	80
09	Sat	29	Feedback & Review	80
18	Mon	30	Typing Class (English)	80
20	Wed	31	Typing Class (Practice)	80
23	Sat	32	Typing Class (Bijoy Bangla & Unicode/Avro Bangla)	80
		33	Typing Class (Practice)	80

			Ms Excel 2007	
25	Mon	34	Introduction about MS Excel 2007/2010	80
27	Wed	35	**Office Button:** New, Open, Save, Save As, Print, Prepare, Send, Publish, Close, Recent Document	80
30	Sat	36	**Home:** Clipboard, Font, Alignment, Number, Style Editing.	80
04	Wed	37	**Insert** : Tables, Illustrations, Chart, Links, Text.	80
09	Mon	38	**Page Layout**: Themes, Page Setup	80
11	Wed	39	**Page Layout**: Scale to Fit, Sheet Option, Arrange	80
14	Sat	40	**Formula**: Function Library, Defend Names, Formula Editing, Calculation	80
16	Mon	41	**Data**: Get External Data & Connections	80
18	Wed	42	**Data:** Short & Filter, Data Tools, Outline	80
21	Sat	43	**Review**: Proofing, Comments, Tracking, Changes	80
23	Mon	44	**View**: Workbook Views, Show/Hide, Zoom, Window, Macros	80
25	Wed	45	Project	80
28	Sat	46	Project	80
		47	Class Test	
		48	Feedback & Review	
			Power Point 2007	
30	Mon	49	Introduction about MS Power Point 2007/2010	80
01	Wed	50	**Office Button:** New, Open, Save, Save As, Print, Prepare, Sand, Publish, Close, Recent Document	80
04	Sat	51	**Home:** Clipboard, Slides, Font, Paragraph, Style, Editing.	80
08	Wed	52	**Insert** : Tables, Illustrations	80
11	Sat	53	**Insert** : Links, Text, Media & Clips	80
13	Mon	54	**Design:** Page Setup, Themes, Background	80
18	Sat	55	**Animation**: Preview, Animation, Transition To Slide	80
27	Mon	56	**Slide Show:** Start Slide Show, Set Up, Monitories. **Review**: Proofing, Comments, Tracking, Changes.	80
	Sat	57	**View**: Presentation Views, Show/ Hide, Color Grayscale, Window, Macros	80

05	Wed	58	Project.	80
08	Sat	59	Project.	80
		60	Class Test.	
		61	Feedback & Review.	
MS Access 2007				
10	Mon	62	**Access:** Introductions	80
12	Wed	63	Blank Data batch	80
15	Sat	64	Table System Data Entry	80
17	Mon	65	Queries System Data Entry	80
19	Wed	66	Form & Report System Data Entry	80
22	Sat	67	Feedback & Review Class	80
Internet				
24	Mon	68	**Basic Knowledge:** Internet Theoretical Class	80
26	Wed	69	**Browser**: Setup Internet Browser, Browsing Different Website	80
29	Sat	70	**E-mail:** Gmail, Yahoo, Hotmail	80
			Course Final Exam (Written & Practical)	02