**Computer Basics and MS office course content**

**Total Duration:20 Hrs**

***MODULE 1: INTRODUCTION TO COMPUTERS:***

* Understand What A Computer Is
* Understand Computer Terms
* Understand The Different Types Of Computers
* Identify The Different Parts Of A Computer
* Switch A Computer On And Off
* Understand What Memory Is
* Understand How Computers Work
* Understand The Different Input & Output Devices
* Understand What A Virus Is

***Module2: MOUSE SKILLS MODULE OUTLINE***

* The Correct Way To Hold The Mouse
* Mouse Actions
* Left-Handed Users
* Mouse Pad
* Different Types Of Mouse

***MODULE 3: Identify Keys On The Keyboard***

* Escape Key And Function Keys (Top Row)
* Alphabetical Keypad
* Space Bar
* Middle Keypad
* Numeric Keypad
* Keys That Contain 2 Symbols/Characters
* Backspace
* Shift Keys
* Alt And Control Keys
* Tab Key Caps Lock Key
* Punctuation Marks
* Symbols

***MODULE 4: BASIC WINDOWS SKILLS***

* What Is Windows?
* Why Use Windows
* Desktop
* Computer
* Recycle Bin
* Taskbar
* Start Button
* Parts Of A Window
* Working With Windows
* Opening A Window
* Closing A Window
* Minimizing A Window
* Managing Files
* File Storage Structure
* File Storage Media
* Create A New Folder
* Selecting Files Or Folder
* Moving Or Copying Folders
* Deleting Files Or Folders
* Renaming Files And Folders
* Recycle Bin
* Recovering Deleted Files And Folders
* Emptying The Recycle Bin
* Maximizing A Window
* Restoring A Window
* Resizing A Window
* Moving A Window Scroll Bars
* Scroll Arrows

**MS Office Course content**

***MODULE 5: MS WORD***

* Launching Microsoft Office Word
* The Word Window
* Parts Of The Word Window
* The File Tab
* Saving A Document
* Close A Document
* Create A New Document
* Activity: Formatting
* Font Colour Aligning Text
* Moving Text (Cutting)
* Copying Text
* Working With A Table
* Open A Document That Already Has A Name
* Updating (Saving) A Document That Already
* Zoom
* Color
* Font Size
* Font Style
* Inserting A Table
* Entering Text In A Table
* Printing

***MODULE 6: MS EXCEL***

* Launching Microsoft Excel
* The Excel Window
* Parts Of The Excel Window
* The File Button
* Worksheet
* Cells
* Columns
* Rows
* Zoom
* Formulas
* Entering Formulas
* Adjust Column Widths
* Inserting Columns And Rows
* Deleting Rows And Columns
* Copying And Pasting Data
* Check Spelling
* Changing Fonts, Style, Size, Colour And
* Formatting Values
* Text
* Printing The Worksheet

***MODULE 7: MS POWERPOINT***

* What Is A Presentation?
* Launching Microsoft Office PowerPoint
* The PowerPoint Window
* Closing Microsoft PowerPoint
* Zoom
* Creating Slide Shows
* Creating A New Presentation
* Inserting Slides
* Adding Text To Slides Using Placeholders
* Inserting Pictures From The Local Computer
* Saving And Naming Your Slide Show
* Updating Slide Shows
* Opening Slide Shows
* Running A Standard Slide Show

***MODULE 8: INTERNET EXPLORER***

* Internet Explorer (Theory)
* What Is The World Wide Web?
* What Is The Internet?
* Getting Connected To The Internet
* What Is A Web Browser?
* Examples Of Web Browsers
* What Is A Web Page?
* What Is A Web Site?
* What Is A Uniform Resource Locator (URL)?
* Home Page
* Opening Internet Explorer
* Closing Internet Explorer
* Text Size
* Opening A Web Site
* Keyword
* Search Box
* Searching For Information
* Searching For Images
* Saving An Image
* Printing A Web Page

***MODULE 9: INTERNET EXPLORER MODULE***

* Creating An E-Mail Account
* Sending E-Mail
* Creating A Contact
* Signing Out
* Logging In After You Have Created Your E -
* Mail Account

**What is Computer and Basics/Fundamentals?**

Computer is an advanced electronic device that takes raw data as an input from the user and processes it under the control of a set of instructions (called a program), produces a result (output), and saves it for future use. This tutorial explains the foundational concepts of computer hardware, software, operating systems, peripherals, etc., along with how to get the most value and impact from computer technology.

Computer fundamentals are all about the learning of the basic concepts of computers, such as introduction, types, components, memory, etc. The knowledge of computer fundamentals is required to operate computers and use their applications.

**Advantages of Learning Computer basics:**

Computers provide various advantages, like speed and efficiency in processing and analyzing large amounts of data in a fraction of the time; they can automate repetitive tasks and can store vast amounts of information with quick access to it; also, they perform complex calculations and have good problem-solving, decision-making, and multitasking with cost savings, as they help save a lot of paperwork and paper, which is ultimately good for the environment and also provides good data security and backup with global reach.

Read the chapter Computer Advantages and Disadvantages to learn the advantages and disadvantages of using computer systems in detail.

**MicroSoft Office Advantages:**

Microsoft Word remains one of the most powerful and widely used tools for creating professional documents, reports, and presentations. Whether you're a student working on academic assignments, a professional preparing business reports, or someone looking to enhance their document formatting skills, this **Ultimate Microsoft Word tutorial** is your go-to guide. This tutorial is designed based on all user questions that come to mind while using MS Word, this tutorial offers learning to beginners and advanced users.