

TRAINING CONTENTS

Session	Name of the Topics	Contact Hour
Session 01	<p>Introduction to Computers:</p> <ul style="list-style-type: none">• Overview of computers and their importance• History and evolution of computers• Basic computer components: hardware and software <p>Practical: Identifying computer parts and assembling/disassembling a desktop computer</p>	3
Session 02	<p>Operating Systems:</p> <ul style="list-style-type: none">• Types of operating systems (OS)• Functions of an OS• Introduction to Windows, macOS, and Linux <p>Practical: Different OS installation and interfaces .</p>	3
Session 3	<p>File Management:</p> <ul style="list-style-type: none">• Understanding file systems and directories• File management techniques• File extensions and types <p>Practical: Working with different types of files with appropriate application software</p>	3
Session 4	<p>Introduction to Office Applications :</p> <ul style="list-style-type: none">• Overview of office applications (Word processing, spreadsheets, presentations)• Importance in professional and academic settings	3

	Practical: Exploring Microsoft Office Suite and alternatives (Google Docs, LibreOffice)	
Session 5	<p>Word Processing with Microsoft Word</p> <ul style="list-style-type: none"> • Basic features of Microsoft Word • Document formatting and styles • Using templates and themes <p>Practical: Creating and editing MS Word documents.</p>	3
Session 6	<p>Advanced Word Processing</p> <ul style="list-style-type: none"> • Inserting and managing images, tables, and charts • Using references, citations, and footnotes • Collaboration tools (track changes, comments) <p>Practical: Incorporating advanced word processing to create a professional report.</p>	3
Session 7	<p>Introduction to Spreadsheets with Microsoft Excel</p> <ul style="list-style-type: none"> • Basic features of Microsoft Excel • Spreadsheet terminology • Data entry and formatting <p>Practical: Creating and formatting a simple spreadsheet</p>	3

Session 8	<p>Advanced Excel Techniques</p> <ul style="list-style-type: none"> • Formulas and functions • Data analysis tools (sort, filter, pivot tables) • Charts and graphs • Basic formulas, mathematical functions, text functions, logical functions, lookup and reference functions, date and time functions <p>Practical: Creating a real-world spreadsheet and applying these techniques.</p>	3
Session 9	<p>Data Analysis with Excel</p> <ul style="list-style-type: none"> • Advanced functions (VLOOKUP, HLOOKUP, IF, etc.) • Data validation and conditional formatting • Introduction to macros • Data filtering and sorting <p>Practical: Performing data analysis on a sample dataset and sorting and filtering data.</p>	3
Session 10	<p>Data Visualization</p> <ul style="list-style-type: none"> • Charting and graphing (various charts such as bar, line, pie, scatter, and more) • Customization (modify chart elements like titles, labels, colors, and legends to enhance data visualization) <p>Practical: Creating various charts such as bar, line, pie, scatter, and more on sample data</p>	3

Session 11	<p>Introduction to Presentations with Microsoft PowerPoint</p> <ul style="list-style-type: none"> • Basic features of Microsoft PowerPoint • Slide design principles • Using themes and templates • Slide layouts and designs • Adding and formatting text • Different presentation techniques <p>Practical: Creating a basic PowerPoint presentation</p>	3
Session 12	<p>Advanced PowerPoint Techniques</p> <ul style="list-style-type: none"> • Adding animations and transitions • Incorporating multimedia (videos, audio) • Inserting images, videos, and audio • Adding transitions and animations • Customizing slide layouts <p>Practical: Adding multimedia to a presentation and applying transitions and animations</p>	3
Session 13	<p>Internet and Email</p> <ul style="list-style-type: none"> • Introduction to the internet and web browsers • Basics of email communication • Email etiquette and best practices • Internet safety and security • Virtual private network <p>Practical: Browsing with different web browsers and email applications. Sending and replying to emails with different email applications.</p>	3

Session 14	<p>Online Cloud Office Applications</p> <ul style="list-style-type: none"> • Benefits of cloud applications • Cloud collaboration • Google Drive file management and collaboration • Google Docs creating and modification • Working and collaborating with Google Sheets • Making presentations with Google Slides <p>Practical: Working with Google Drive and different cloud office application services.</p>	3
Session 15	<p>Online Collaboration and Meeting Tools</p> <ul style="list-style-type: none"> • Overview of online collaboration tools (Google Workspace, Microsoft Teams, Slack) • Benefits of remote collaboration • Cloud storage and file sharing • Online meeting platforms (Zoom, Google Meet) • Workspace sharing with AnyDesk, TeamViewer, etc. <p>Practical: Performing online meetings and workspace sharing.</p>	3
Session 16	<p>Online Survey Tools</p> <ul style="list-style-type: none"> • Different types of online surveys • Online survey applications • Creating Google Forms • Working with different types of entries in forms • Analysis of collected survey data <p>Practical: Creating a Google Form to collect data and analyzing the data.</p>	3

Session 17	<p>Computer Maintenance and Troubleshooting</p> <ul style="list-style-type: none"> • Regular maintenance tasks (updates, cleaning, backups) • Basic troubleshooting steps for common issues • Importance of system performance monitoring <p>Practical: Performing maintenance tasks on a computer</p>	3
Session 18	<p>Basic Computer Security</p> <ul style="list-style-type: none"> • Understanding cybersecurity threats (viruses, malware, phishing) • Best practices for computer security • Importance of backups • Different types of online threats • Cybersecurity basics • Online privacy and integrity <p>Practical: Working with antivirus software and handling threats</p>	3
Session 19	<p>Networking Fundamentals</p> <ul style="list-style-type: none"> • Basics of computer networking • Types of networks (LAN, WAN, VPN) • Network devices (routers, switches, modems) <p>Practical: Setting up a LAN connection and configuring routers</p>	3
Session 20	<p>Mentorship Session:</p> <p>A dedicated session with an industry expert to discuss career opportunities, real-world applications of Computer Fundamentals and Office Applications, and insights into the latest trends.</p>	3
	Total Class Hours	60 hours