

Syllabus Of Computer Course (6 Months)

- **Basic Knowledge Of Computer**

1. Computer Organization
2. Input and Output Devices
3. System Software and Application Software
4. Computer Language

- **Ms Word**

1. Introduction and basics
2. Text and Paragraph Formatting
3. Inserting and Managing Objects
4. Advanced Features
5. Finalizing and Output

- **Practical Ms Word**

Create Resume

Create Admission Form

Create Notebook Page

Create Table

Reference Tab

Mailing Tab

- **Ms Excel**

1. Introduction & Basics
 - Excel Interface, Rows, Columns and Cells
 - Formatting cells, Fonts, Borders, and Numbers
2. Essential Functions & Formulas
 - Arithmetic operators(Sum, Sub, Multiply, Divide)
 - Basic Function(Average, Count, Min, Max)
 - Advanced Features(If function, lookup, Vlookup, Hlookup, Match, Index, Index with match, Data Validation)
3. Reporting
 - Creating Charts
 - Data Entry
 - Salary Sheet

- **MS PowerPoint**

1. Introduction
2. Multimedia & Interaction
3. Advanced Features

- **Canvas**

1. Basic Knowledge of Canvas
2. Uses of canvas