



1 Year Computer Diploma Certification Course Outline

MODULE 1: Fundamentals

- Introduction
- Functions of a computer
- Applications Of Computers
- Generations of Computer.
- Classification Of Computer
- Components of a computer
- CPU
- Input devices
- Output Devices
- Memory Unit
- Storage Devices
- SMPS
- Motherboard
- Ports
- Hardware
- Software
- Number System
- Number Conversion
- Operating System concepts

MODULE 2: Windows My Computer

- Recycle Bin
- Desktop
- Drives
- How to create a directory/folder
- How to change to a directory/folder
- Creating a file in a directory/folder
- Make the file read only
- Make the file hidden
- Editing a file in a directory/folder
- Renaming a file in a directory/folder
- How To Delete a file in a directory/folder
- Listing the files in the directory

- Copy a file from one directory /folder to the other
- Deleting all files from a directory/folder
- Deleting a directory/folder
- Formatting a hard disk and loading Operating System

MODULE 3: MS-Word

- Creating a new word document
- Opening an existing document
- Editing and Saving a document
- Typing a text, deleting, inserting, finding, replacing, copying and moving text
- Justifying texts
- Bold, Italics, Underline, Strike, Double Strike and Coloring text
- Selecting Font and Font Sizes
- Formatting page, margins, page size, portrait and landscape
- Inserting symbols, pictures
- Using Bullets
- Using and manipulating tables, inserting / deleting of rows and columns
- Sorting tables
- Using Header and footer, Inserting Page number
- Changing character width and line spacing
- Printing of a document, Using print preview
- Copy / moving text between two different documents
- Typing More than one language in the same text
- Shortcuts for various activities in MS Word

MODULE 4: MS-EXCEL: BASICS

- Creating a new excel workbook
- Creating an excel worksheet
- Entering values into worksheet
- Modifying values in the worksheet
- Copy and paste values in the worksheet
- Find and replace values in the worksheet
- Formulas in worksheet
- Delete a worksheet
- Data filtering
- Data sorting
- Using ranges
- Data validation

- Using styles
- Using themes
- Using templates
- Using macros
- Adding graphics
- Cross referencing
- Printing worksheets
- Translate worksheet
- Email workbooks
- Workbook security
- Data tables
- Pivot tables
- Keyboard shortcuts
- Zoom in out
- Special symbols
- Insert comments
- Adding textbox
- Undo changes
- Setting cell type
- Setting fonts
- Text decoration
- Rotate cells
- Setting colours
- Text alignment
- Merge and wrap
- Borders and shades

MODULE 5: MS-EXCEL: Formatting A Worksheet

- Applying formatting to a worksheet
- Adjusting margins in a worksheet
- Page orientation in a worksheet
- Page orientation in a worksheet
- Setting header and footer in a worksheet
- Inserting page breaks in a worksheet
- Setting background in a worksheet
- Freeze panes
- Conditional formatting

MODULE 6: MS-POWERPOINT: The Basics

- What is Power point

- Working with Slides
- Working with Textboxes
- Rearranging slides
- Working with slide notes
- Working with sections
- Working with outlines
- Sidebars in power point
- Presentation views
- Setting presentation background

MODULE 7: MS-POWERPOINT: Editing Presentation

- Cut And Paste Operations
- Copy And Paste Operations
- Find And Replace Operations
- Edit PowerPoint Presentation
- Content Translation
- Set Language Type
- Duplicating Content
- Special Characters
- Slides Zoom in-out

MODULE 8: MS-POWERPOINT: Formatting Presentation

- Font Management And Text Decoration
- Paragraph Indentation
- Set line spacing
- Borders and Shading
- Using slide master
- How to create a design template

MODULE 9: MS-PP: Adding Multimedia To The Presentation

- add,edit,format picture in a slide
- How to add a screenshot to a slide
- How to add shapes to a slide
- How to edit shapes to a slide
- How to format added shapes to a slide
- How to add text to shapes in a slide
- How do I arrange shapes and pictures on a slide
- How to group and ungroup objects

- How to Add audio and video to the slide
- Working with tables in a slide
- Working with charts on a slide
- How to Add and format smart art on the slide
- How to Add and preview animations on the slide
- How to Add and preview transitions on the slide

MODULE 10: MS-POWERPOINT: Sharing A Presentation

- How To Convert PowerPoint to PDF
- How To Convert PowerPoint to Video
- How To Create an Image From PowerPoint
- How To Print a PowerPoint
- How To Broadcast PowerPoint presentation

MODULE 11: HTML:

- what is HTML
- Writing my first HTML Page
- Basic tags used in HTML
- Elements In HTML
- Attributes In HTML
- Formatting In HTML
- Phrase tags and their use
- Meta Tags and their use
- Commenting a HTML Code
- Images and incorporating images
- working with Tables
- Working with Lists
- Working with hyperlinks
- Frames and frame management
- Working with Iframes
- Working with Block elements
- Working with Inline elements
- Background images
- How to get a coloured text and coloured background
- working with fonts
- Form designing and Form Management
- Using Multimedia inside HTML
- Marquee Tag
- Headers

- Working with Layouts
- Role of Tags in Html
- Attributes in Html
- Event Handling
- Various fonts in Html
- Mime Media Types

MODULE 11: CSS:

- What is CSS
- CSS Syntax
- CSS Selectors
- Ways To Insert CSS
- Background image handling
- Background colour management using CSS
- Text management using CSS
- Font management using CSS
- Managing Hyperlinks using CSS
- Managing Lists using CSS
- Designing Tables using CSS
- Working with the BOX Model
- Designing Borders using CSS
- Designing Outline using CSS
- Setting Page Margin using CSS
- Padding using CSS
- setting Page Margin using CSS
- Setting Display Using CSS
- Setting Width And Max Width using CSS
- Setting Position using CSS
- Setting the Float Property using CSS
- 22 Inline Block property
- Horizontal Alignment in CSS
- Working With Combinators
- Working with Pseudo-class
- working with Pseudo-Alignment
- Creating a navigation bar
- Working with images
- Working with Attribute selectors

MODULE 11: JAVASCRIPT

- What is JavaScript
- JavaScript Syntax
- Enabling JavaScript in Browsers
- Placing JavaScript
- Cookies
- Page Redirection
- Dialog Box
- Printing webpage using JavaScript
- XML Fundamentals

MODULE 12: RDBMS

- Introduction
- Data Models
- RDBMS
- Table Design
- Key
- Constraints
- Normalization

MODULE 13: SQL

- DDL(Data Definition Language)
- DML(Data Manipulation Language)
- DCL(Data Control Language)
- Sql Queries

MODULE 14: Introduction To Programming

- Algorithm
- Flowchart
- Generation Of Programming Languages
- OOP Concept

MODULE 14: PHP BASICS

- PHP Basics

- Advantages Of PHP
- Where To Use PHP
- How To Install PHP
- How to run my first PHP
- Syntax used in PHP
- Variables Used In PHP
- Echo and Print
- Data Types Used In PHP
- Constants in PHP
- Operators In PHP
- IF Statement
- Switch statement
- loops in PHP
- Functions In PHP
- Arrays In PHP
- Super Globals
- Cookies In PHP

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