



3 Months Computer Diploma Certification Course Outline

MODULE 1: Introduction to Computer Office automation

- Complete brief on computer hardware, software required for understanding computer operation and usage
- Intro to Information Technology
- Basic Concepts of ITs
- Officer Use of Internet
- Office Email Use
- Microsoft Word
- Letter Writing, Document Creation using MS word
- Microsoft Excel
- Salary Record, Attendance System using MS Excel

MODULE 2: Typing Practice

- During IT Training, you will learn about technique of typing on computer to increase typing speed
- Computer Typing
- Software Typing Master 10
- Typing Speed 40 WPM
- Ms. DOS
- Ms. Paint
- WordPad
- Accessories & Multimedia

MODULE 3: Microsoft Word 2024

- In this MS Word computer course, Practically covers Basic MS-Word 2024 Documentation/letter writing/Report writing.
- MS Word 2024 Overview
- MS Word Font Setting and Paragraph Setting
- Working with Tables
- Working with MS word Pictures and Objects
- Working with Shapes and Diagram Creation
- Working with Page Setting

MODULE 4: Microsoft Excel 2024

- MS Excel 2024 Overview
- MS Excel Sheet Format
- How to Create Excel Data Records
- Working with Formula
- Mathematical/Financial work
- Working with Table Options
- MS Excel Sheet operations
- Working with Page Setting
- Working with Section, headers Footers
- Working with Charts and Tables

MODULE 5: Microsoft Powerpoint 2024

- In this MS Power Point IT courses, Practically covers creation of Good animated Slides Presentations
- MS PowerPoint 2024 Overview
- What is Presentation slides
- How to design slides
- Working with Designs
- Picture Use in Slides
- Table Use in Slides
- Diagram Creation
- Animation Slides

MODULE 6: Internet Usage

- Practically learn internet sage
- Email Creation, send receive emails
- intro to freelancing
- intro to digital marketing
- intro to YouTube
- intro to video editing
- intro to graphics design
- YouTube Channel Creation
- Facebook, Twitter and LinkedIn Profile

MODULE 7: Fundamentals of Computer

- Introduction
- Input / Output & Processing (CPU)

- Memory Device
- Types of computers
- Characteristics of Computer
- History & Generation
- Applications of Computer

MODULE 8: Windows XP Overview

- Some Basic Terminology & Typing Skills
- Desktop Settings & Control Panel
- Ms. DOS
- Ms. Paint
- WordPad
- Accessories & Multimedia

MODULE 9: E-mail & Internet

- Introduction
- E-mail Account & Its Functions
- Search Engine
- Surfing WebPages
- Basics of Social Networking Site

MODULE 10: Virus

- 1. General Introduction & Antivirus Utilities

MODULE 11: Application Software

- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel

MODULE 11: (Practically Performed activities)

- Windows Seven Overview
- Burning CD/DVD

- Basics of Audio/Video editing
- Fundamentals of Hardware & Networking
- Formatting Hard disk
- Installing Window

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