# 6 Months Diploma Certification Course Outline

## MODULE 1: INTRODUCTION TO COMPUTERS

- Software
- Types of software
- Hardware
- Types of Hardware

## MODULE 2: DISK OPERATING SYSTEM (DOS)

- Introduction
- Types of DOS
- DOS files
- User Interface  of DOS
- DOS commands
- Internal commands
- External commands

## MODULE 3: MICROSOFT WINDOWS 10

- Windows 10 edition
- Features of windows 10
- Interface of windows 10
- Desktop
- Locking Unlocking computers
- Mouse and Keyboard
- Windows
- Switching between windows
- Dialogue boxes
- The start button and start menu
- Customizing the start menu
- Customizing the Start Menu
- Customizing the Taskbar
- Customizing the Notification area
- File Management
- Customizing Control Pannel

## MODULE 4: TOUCH TYPING (TYPING MASTER)

- Overview
- Keyboard and Typing figure position
- Efficient training techniques
- Practice typing random sentences
- Typing Master-Pro typing tutor
- Installing Typing Master Pro
- Start Typing Master pro and exiting
- Using Typing Master Pro
- Lessons
- Exercises
- Overview
- Typing Test

## MODULE 5: MICROSOFT WORLD

- Introduction to MS Office
- Introduction to MS Word
- Starting up MS Word
- MS Word screen/Interface
- Create, save and open documents in MS Word
- Cut, copy, past, undo and redo concepts
- Character Formatting
- Borders and Shading
- Bullets and Numbering
- Page Setup
- Tables in MS Word
- Spelling and Grammar checking
- Printing a document
- Find and Replace
- Header and Footer
- Columns
- Page Break
- Options for viewing a document in Word
- Inserting Clip Art
- Creating Word Art
- Mail Merge Wizard
- References in MS Word

## MODULE 6: URDU WORD PROCESSING (INPAGE)

- Inpage Interface

- Creating new Inpage document
- TO open an existing document
- Closing a document
- Objects in Inpage
- Group/Ungroup of objects
- Master Page
- Text Formatting
- Printing a file
- Cut, Paste, Undo and Copy
- Clear and Select all
- Text Wrap
- Sorting Text
- Style Sheets
- Inserting and Deleting page
- Inserting Tables
- Split or Merge Cells
- Documents
- Inserting Symbols
- Date and Time
- Find and Replace
- Spelling Checking
- Importing Text and Pictures
- Objects Ordering
- Hide/Show Ribbons
- Help Menu
- Making Headlines
- Writing Mathematical Equations
- Shortcuts

## MODULE 7: MS EXCEL (SPREAD SHEET)

- Spread Sheet
- Ms. Excel
- Important Features of Excel
- Interface of MS Excel Screen
- Getting Help
- What's new in MS Excel
- Navigating in an Excel work sheet
- Customizing Quick Access Toolbar
- The Office Button
- Working with Sheet Tab
- Data Editing in Excel

- Inserting Cells, Rows and Columns
- Deleting Cells, Rows and Columns
- Resizing Columns/Rows
- Hide and Redisplay Rows, Columns and Cells
- Formatting Data
- Sorting
- Autofill
- Filtering Data
- Charts and Graphs
- Formula
- Cell References
- Functions
- Formula Auditing
- Printing
- Practical Examples

## MODULE 8: MS POWER POINT

- What is Power Point
- Presentations
- The Power Point Interface
- Creating a new Presentation
- Entering and Editing Text
- Changing the Side Layout
- Saving a Presentation
- Power Point Views
- The Normal View
- Side Sorter View
- Notes Page View
- Slide Show View
- Printing the Slides
- Formatting Slides
- Formatting Text
- The Format Painter
- Charts
- Chart Types
- Tables
- Inserting a Table into Existing Slide
- Table Styles
- Themes
- Header and Footer
- Inserting Audio and Video Clips
- Hyperlinks

- Transitions and Animations
- Slide Transitions
- Animating Texts

## MODULE 9: MICROSOFT ACCESS

- Data
- What is Database
- Starting Access
- Creating a Database in Access
- Introducing the Ribbon
- The Relational Data Model
- Relational Keys
- Creating a Table in Design View
- Data Types
- Viewing a Table in Datasheet View
- Relationships
- Creating Table Relationships
- Form
- Creating a Form
- Querying the Database
- Create a Query
- SQL View of a Query
- Action Queries
- The Make Table Query
- The Append Query
- Update Query
- Delete Query
- Cross Table Query
- Report
- Create a Report
- The Page Header and Page Footer Sections
- Introduction to Data Expressions
- Switchboard
- Projects

## MODULE 10: INTERNET AND ELECTRONIC MAIL

- Internet
- What is Difference between Internet and Intranet
- Terms Related Internet

- Internet Service Provider
- How you Connect to Internet
- Internet Explorer
- Website
- How to Create a Webpage in Html
- E-mail
- How E-mail Works on Internet
- Creating E-mail Account on Yahoo
- Checking E-mail from your E-mail Account
- Sending E-mail
- Creating E-mail Account on Hotmail

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