

Basic Computer Course

Course Syllabus:

- What's Computer?
- Types of Computer
- History of computer
- How to on & off Computer

Microsoft Word

- Application, Letters Drafting
- Page & Paragraph settings

Microsoft Excel

- Workbook & Worksheet
- Salary Report, Student Report
- Sort & Filter
- Page Settings

Microsoft Power Point

- What's is Presentation
- Slide intro & Slide View
- Slide Transition Effect's
- Slide Animation
- Audio & Video Effects
- Header & Footer, Slide Number
- Action Button, Rehearse Timings
- Slide Show with video
- Internet