

TRT Sorte Computer Education

Syllabus for MS Office:

Microsoft Word

- Creating, editing, saving and printing text documents
- Font and paragraph formatting
- Simple character formatting
- Inserting tables, smart art, page breaks > Using lists and styles > Working with images
- Using Spelling and Grammar check
- Understanding document properties
- Table of Content
- Mail Merge

Microsoft Excel

- Spreadsheet basics
- Creating, editing, saving and printing spreadsheets
- Working with functions & formulas
- Modifying worksheets with color & auto formats
- Graphically representing data : Charts & Graphs
- Speeding data entry : Using Data Forms
- Analyzing data : Data Menu, Subtotal, Filtering Data
- Formatting worksheets Securing & Protecting spreadsheets

Microsoft Power Point

- Opening, viewing, creating, and printing slides
- Applying auto layouts Adding custom animation
- Using slide transitions
- Graphically representing data : Charts & Graphs
- Creating Professional Slide for Presentation

Hardware & Software

- Basic hardware to assemble a computer
- Partitioning the HDD
- Installing Operating System
- Installing antivirus to protect the PC
- Installing application software

Internet

- Understanding how to do Google Search
- Bookmarking and Going to a specific website
- Copy and paste Internet content into your word file and email
- Creating email
- Backup data in Google Drive

Note:

- Classes will be conduct only on Sundays
- Monthly 4 Classes
- Duration of each class : 4hrs
- Total Course Duration : 3 Months (52 Hours)

Batch Timing:

- Batch 1 : 9Am to 1PM
- Batch 2 : 2PM to 6PM