



Computer Applications Course

Course Duration: 3 months

Course Fee: 5,000.00

Class Time: (Minimum 72 Hour's.)

Using Microsoft Office you will become familiar with the main computer applications: Outlook (email), Word (word processing), Excel (spreadsheets), PowerPoint (presentations), Publisher (publications) and Access (databases). You will learn how to touch-type, manage your files and create graphics using MS Picture Manager and MS Paint.
Word Processing for beginners.

Most home computers come ready supplied with a copy of Microsoft Word or a similarly featured word processing program, and many come supplied with a color printer. Learn how to put the two to use to create a variety of attractive and useful documents, including posters, party invites and calendars. Find out to how to create printed labels for Christmas mailings. If you thought Word was just for letter writing, think again!

This is a good basic beginners' course for word processing with Word. The first 3 sessions will be spent learning the basics of document creation, including text entry, editing, basic text, paragraph and page formatting and file management. The final 3 sessions will be more project-based and will offer learners the option to work on their own ideas/document designs.

Modules:

SI	Course Content	Duration 3 Months
1.	Introduction to Computer and Operating System Basics	√
2.	Word Processing using MS Word	√
3.	Keyboarding (Typing) English and Bangla	√
4.	Spreadsheet Analysis using MS Excel	√
5.	Presentation using MS Power Point	√
6.	Internet applications and E-mailing Processes with MS Outlook	√
7.	Internet Communication-	√
8.	Database Management using MS Access-	√
9.	Windows XP	√
10.	Photoshop Basics	√
11.	Scanner/Digital Camera Using	√
12.	Social Networking-Face book etc.	√