

Module 1: Fundamentals of Computers

- Introduction to computers: hardware and software basics
- Operating systems (Windows overview)
- File management: creating, saving, copying, and organizing files
- Keyboard layout and shortcuts

Module 2: Typing Skills

- Basics of typing (home row keys, finger placement)
- Speed and accuracy improvement exercises
- Use of typing tutor software
- Numeric keypad practice
- Typing tests and evaluation

Module 3: MS Word – Word Processing

- Creating and formatting documents
- Tables, lists, and styles
- Proofing tools (spell check, grammar check)
- Mail merge for bulk documents
- Printing and page setup

Module 4: MS Excel – Spreadsheets

- Data entry in rows and columns
- Formatting cells and tables
- Basic formulas and functions (SUM, AVERAGE, COUNT)
- Sorting and filtering data
- Creating charts and graphs
- Data validation and protection

Module 5: MS PowerPoint – Presentations

- Creating slides and layouts
- Adding text, images, and charts
- Animations and transitions
- Preparing reports and presentations

Module 6: Internet & Email Skills

- Using web browsers for online forms
- Email creation and management (attachments, signatures)
- Cloud storage basics (Google Drive, OneDrive)
- Online collaboration tools

Module 7: Data Entry Applications

- Introduction to specialized data entry software
- Entering data into databases (MS Access basics)
- Accuracy checks and error correction
- Speed drills with real-world forms

Module 8: Practical Projects & Assessment

- Typing speed and accuracy test
- Preparing a formatted report in Word
- Creating a data sheet with formulas in Excel
- Designing a small presentation in PowerPoint
- Final project: Simulated office data entry task

Learning Outcomes

By the end of this course, students will:

- Type efficiently with speed and accuracy
- Enter and manage data in Word, Excel, and databases
- Prepare professional documents and reports
- Use email and internet tools for communication
- Handle real-world data entry tasks confidently