

TITLE	COURSE DETAILS
Windows Operating System (Win8.1 & Win10)	<ul style="list-style-type: none"> • Recognizing the basic components of computer and terminology. • Understanding data, information and file management. • Creating documents using Word processor, Spreadsheet & Presentation Software. • Understanding computer networks and Internet • Learning to use e-Governance applications • Overviewing Windows 8.1 and Windows 10. • Understanding Internet Applications, E-mail Account & Its Functions, utility of Search Engine and
Microsoft Word	<ul style="list-style-type: none"> • Learning the formatting skills on paragraphs, tables, lists, and pages. • Knowledge on navigating the Word Ribbon Interface. • Learning the utilities of Auto text, AutoCorrect, Footnotes and Bookmark. • Working with text objects and illustrations. • Acquiring important reading and writing skills • Demonstrate the mechanics and uses of Mail Merge and Word tables to organize and present data. • Working knowledge of using Word's themes to create a variety of visual effects. • Word's advanced formatting techniques and presentation styles. • Applicable knowledge and uses of accepted business style formatting conventions. • Application based tutorials and projects