SYLLABUS

1. **Basics of Computer**
   - Input and Output Devices
   - System Software and Application Software
   - Computer Language
   - Compiler and Assembler

2. **Operating System**
   - Desktop Elements
   - Locating Files and Folders
   - Changing System Setting
   - File Management in Windows
   - Installation of Software and Hardware

3. **Basics of Word Processing**
   - Starting Word Program
   - Word Screen Layout
   - Typing Screen Objects
   - Managing Documents
   - Protecting and Finding Documents

4. **Formatting Documents**
   - Working with text
   - Formatting Paragraphs
   - Creating Bulleted and Numbered Lists
   - Spelling and Grammar

5. **Mail Merge**
   - Types of document in Mail merge
   - Creating data Source
   - Creating Mailing Labels
   - Merging Data into Main Document

6. **Basics of Spreadsheet**
   - Selecting, Adding and Renaming Worksheets
   - Modifying a Worksheet
   - Resizing Rows and Columns
   - Workbook Protection

7. **Formatting Worksheets**
   - Formatting Toolbar
   - Formatting Cells
   - Formatting Columns and Rows
   - Protect and Unprotect Worksheets

8. **Formulas, Functions and Charts**
   - Copying a Formula
   - Types of Functions
   - Types of Charts
   - Auto shapes and Smart art

9. **Creating Presentation**
   - Creating Slides
   - Slide Sorter View
   - Changing Slide Layouts
   - Moving Between Slides