

Day	Subject	Topics to be Covered		
1	Introduction to Computers	What is a computer? Basic Components of a computer Understanding the hardware Turning the computer On/Off Different types of computers		
2	Input and Output Devices	Definition of Input and Output Devices Examples of Input Devices Examples of Output Devices How they work together Importance in computing		
3	Keyboard Familiarization	Introduction to the keyboard Key functions and symbols Typing practice Shortcut keys Proper typing posture		
4	File Management Basics	Creating a new folder Renaming and deleting folders File extensions Sorting and arranging files Basic file operations (cut, copy, paste)		
5	Notepad Basics	Introduction to Notepad Creating and saving files Editing text Formatting options Common use cases		
6-7	WordPad	Introduction to WordPad File operations Home functionalities Font and Paragraph formatting Inserting objects and views		
8-10	Paint	Introduction to Paint File handling and Clipboard usage Creating and editing Images Tools, Brushes, Shapes, Sizes, Colors Practice		
11	Spelling Correction	Correction of "Pain Practise" to "Paint Practice"		
12	MS-Word: Introduction	Introduction to MS-Word Overview of the Interface Creating a New Document Saving and Opening Files Document Views		
	MSWORD			
13	Home Tab: Clipboard	Cut, Copy, Paste Functions Format Painter Clipboard History Practice with Text Manipulation		
14	Home Tab: Font & Paragraph	Font Styles and Sizes Bold, Italics, Underline Alignment and Line Spacing Bullets and Numbering Indentation		
15	Insert Tab: Basics	Inserting Pages Adding Tables Inserting Pictures and Shapes Hyperlinks and Bookmarks Header & Footer		
16	Design Tab	Applying Themes Document Formatting Page Background Settings Watermarks		

		Page Borders		
17	Layout Tab	Margins and Orientation		
		Size and Columns		
		Breaks and Line Numbers		
		Hyphenation		
		Practice Layout Adjustments		
18	References Tab	Table of Contents		
		Adding Footnotes and Endnotes		
		Citations and Bibliography		
		Captions		
		Index		
19	Mailings Tab	Creating Envelopes and Labels		
		Starting a Mail Merge		
		Selecting Recipients		
		Writing and Inserting Fields		
		Previewing and Finishing Mail Merge		
20	Review Tab	Spell Check and Grammar		
		Adding and Reviewing Comments		
		Tracking Changes		
		Comparing Documents		
		Document Protection		
21	View Tab	Document Views		
		Show/Hide Ruler and Gridlines		
		Zooming and Multiple Windows		
		Macros Introduction		
		Split View		
22-23	MS-Word: Practice	Comprehensive Practice on Various Functions		
		Creating a Full Document		
		Utilizing Styles and Templates		
		Collaborative Features		
		Review and Feedback		
24	MS-Word: Test	Written Test on MS-Word Features		
		Practical Test on Document Creation		
		Evaluation of Understanding		
		Feedback and Next Steps		
	MS EXCEL			
25	MS-Excel: Introduction	Introduction to MS-Excel		
		Overview of the Interface		
		Creating a New Workbook		
		Saving and Opening Files		
		Workbook Views		
26	Home Tab: Clipboard & Font	Cut, Copy, Paste Functions		
		Format Painter		
		Font Styles and Sizes		
		Bold, Italics, Underline		
		Cell Formatting		
27	Home Tab: Alignment & Number	Text Alignment		
		Number Formatting		
		Conditional Formatting		
		Merge & Wrap Text		
		Orientation		
28	Home Tab: Styles, Cells & Editing	Cell Styles		
		Inserting & Deleting Cells, Rows, Columns		
		Find & Replace		
		Sorting & Filtering		
		Data Validation		
29	Insert Tab	Inserting Tables		
		Adding Charts & Illustrations		
		Inserting Hyperlinks		
		Text Boxes & Headers/Footers		
		Symbols & Equations		

30	Page Layout & Arrangement	Margins & Orientation		
		Page Size & Columns		
		Themes & Backgrounds		
		Print Area & Scaling		
		Print Preview & Settings		
31	Formulas and Functions	Using Basic Formulas		
		Function Library		
		Relative & Absolute References		
		Named Ranges		
		Error Handling & Tracing		
32	Review and Language Settings	Spell Check		
		Thesaurus & Translate		
		Comments & Notes		
		Protect Sheet & Workbook		
		Accessibility Checker		
33	Workbook Views & Macros	Different Workbook Views		
		Custom Views		
		Macro Recording		
		Macro Editing		
		Macro Security		
34	Help & Support	Using Excel's Help Feature		
		Online Resources & Tutorials		
		Accessibility Features		
		Keyboard Shortcuts		
		Tips & Tricks		
35	MS-Excel: Practice	Comprehensive Practice on Functions		
		Creating a Full Workbook		
		Data Analysis & Visualization		
		Collaborative Features		
		Review & Feedback		
36	MS-Excel: Test	Written Test on MS-Excel Features		
		Practical Test on Workbook Creation		
		Evaluation of Understanding		
		Feedback & Next Steps		
	MS-PowerPoint			
37	MS-PowerPoint: Introduction	Introduction to MS-PowerPoint		
		Overview of the Interface		
		Creating a New Presentation		
		Saving and Opening Presentations		
		Presentation Views		
38	Home Tab: Clipboard & Font	Cut, Copy, Paste Functions		
		Format Painter		
		Font Styles and Sizes		
		Bold, Italics, Underline		
		Text Box Formatting		
39	Home Tab: Paragraph, Drawing & E	Alignment & Line Spacing		
		Bullets & Numbering		
		Drawing Shapes & Lines		
		Arrange & Grouping		
		Find & Replace		
40	Insert Tab: Tables & Images	Inserting Tables		
		Adding Images & Photos		
		Formatting Pictures		
		Image Compression		
		Screenshots & Screen Recording		
41	Insert Tab: Illustrations & Media	Inserting Shapes & SmartArt		
		Adding Charts & Graphs		
		Inserting Videos & Audio		
		Hyperlinks & Action Buttons		
		Symbols & Equations		
42	Design Tab & Page Setup	Applying Themes & Variants		

		Slide Size & Orientation		
		Background Styles		
		Customize Slide Master		
		Handout & Notes Master		
43	Transitions & Animations	Applying Slide Transitions		
		Transition Timing & Effects		
		Adding Animations		
		Animation Timing & Order		
		Animation Pane & Advanced Options		
44	Slide Show Setup	Starting a Slide Show		
		Slide Show Settings		
		Presenter View		
		Rehearse Timings		
		Recording a Slide Show		
45	Review & Language Settings	Spell Check & Grammar		
		Thesaurus & Translate		
		Adding & Reviewing Comments		
		Compare & Merge Presentations		
		Accessibility Checker		
46	Presentation Views & Macros	Different Presentation Views		
		Custom Slide Show		
		Macro Recording & Editing		
		Macro Security		
		Collaboration Features		
47	Help & Support	Using PowerPoint's Help Feature		
		Online Resources & Tutorials		
		Accessibility Features		
		Keyboard Shortcuts		
		Tips & Tricks		
48	MS-PowerPoint: Practice & Test	Comprehensive Practice on Features		
		Creating a Full Presentation		
		Presentation Delivery & Timing		
		Review & Feedback		
		Written & Practical Test		
49	Exploring File Explorer	Introduction to File Explorer		
		Navigation Pane		
		Viewing Files and Folders		
		Quick Access & Favorites		
		Search Functionality		
50	Navigating Folders	Creating and Renaming Folders		
		Sorting and Grouping Files		
		Folder Options and Views		
		Libraries & Network Locations		
		Shortcuts & Mapping Drives		
51	Sorting Folder Contents	Sorting by Name, Date, Size, etc.		
		Filtering Options		
		Using Group by		
		Custom Sorting		
		Using Tags and Metadata		
52	Control Panel Overview	Accessing Control Panel		
		Overview of Categories		
		Programs & Features		
		Network & Internet Settings		
		Hardware & Sound Options		
53	User Account	Creating and Managing User Accounts		
		Passwords & Security Options		
		Parental Controls		
		Account Types & Permissions		
		Syncing with a Microsoft Account		
54	Personalizing Resolution & Mouse	Screen Resolution Settings		
		Display Modes & Multiple Monitors		

		Mouse Settings & Customization		
		Ease of Access Features		
		Themes & Backgrounds		
55	Desktop Management	Managing Desktop Icons		
		Personalizing Desktop Themes		
		Creating Desktop Shortcuts		
		Gadgets & Widgets		
		Virtual Desktops		
56	Taskbar Functionalities	Pinning & Unpinning Programs		
		Taskbar Customization		
		Notification Area		
		Managing Multiple Windows		
		Using Jump Lists		
57	Bit-Locker & Security	Understanding BitLocker		
		Encrypting Drives		
		Windows Firewall & Security Center		
		Virus & Threat Protection		
		Backup & Restore Options		
58	Windows Settings & Update	Using Windows Settings App		
		Personalization & Apps		
		Privacy & Update Settings		
		Recovery & Troubleshooting		
		Windows Insider Program		
59	Windows OS: Practice	Comprehensive Practice on OS Functions		
		Real-world Scenarios & Problem Solving		
		Efficiency Tips & Tricks		
		Group Activities		
		Review & Feedback		
60	Windows OS: Test	Written Test on Windows OS Features		
		Practical Test on System Navigation		
		Evaluation of Understanding		
		Feedback & Next Steps		
	Test			
61	Introduction to Internet and Browser	Understanding the Internet		
		Types of Browsers		
		Browser Features & Navigation		
		Setting Homepages & Bookmarks		
		Privacy & Security Settings		
62	Introduction to Google Search	Basic Search Techniques		
		Advanced Search Options		
		Google Search Tools		
		Safe Search & Customization		
		Introduction to Search Engine Optimization		
63	Creating and Managing Gmail Account	Setting Up a Gmail Account		
		Gmail Interface & Settings		
		Sending, Receiving & Organizing Emails		
		Attachments & Links		
		Contacts & Chat		
64	Gmail Advanced Features	Filters & Labels		
		Google Hangouts Integration		
		Scheduled Emails		
		Confidential Mode		
		Offline Gmail Usage		
65	Introduction to Google Drive	Google Drive Overview		
		Uploading & Creating Files/Folders		
		Sharing & Collaboration		
		Syncing with Devices		
		Google Drive Offline		
66	Google Drive: Docs & Sheets	Introduction to Google Docs		
		Basic Editing & Formatting		
		Introduction to Google Sheets		

		Basic Formulas & Functions		
		Collaboration & Sharing		
67	Google Drive: Slides & Forms	Introduction to Google Slides		
		Creating & Designing Presentations		
		Introduction to Google Forms		
		Creating Surveys & Quizzes		
		Analyzing Responses		
68	Google Calendar	Creating & Managing Events		
		Sharing Calendars		
		Notifications & Reminders		
		Integrating with Other Apps		
		Using Calendar Offline		
69	Google Maps & Translate	Introduction to Google Maps		
		Navigation & Directions		
		Introduction to Google Translate		
		Translating Text & Speech		
		Downloading Languages for Offline Use		
70	Google Photos & YouTube	Introduction to Google Photos		
		Uploading & Organizing Photos		
		Introduction to YouTube		
		Searching & Watching Videos		
		Creating & Managing Playlists		
71	Internet Safety & Digital Citizenship	Protecting Personal Information		
		Understanding Cookies & Tracking		
		Safe Browsing Practices		
		Digital Etiquette & Communication		
		Reporting & Handling Cyber Issues		
72	Cloud Services & Social Media	Understanding Cloud Computing		
		Other Cloud Services (Dropbox, OneDrive)		
		Introduction to Social Media Platforms		
		Creating & Managing Profiles		
		Social Media Safety		
73	Google Package: Practice	Comprehensive Practice on Google Tools		
		Creating Integrated Projects		
		Collaborative Work & Sharing		
		Real-world Scenarios		
		Review & Feedback		
74	Internet Basics: Practice	Comprehensive Practice on Internet Skills		
		Research & Information Gathering		
		Online Communication & Collaboration		
		Internet Safety Scenarios		
		Review & Feedback		
75	Google Package & Internet Basics:	Written & Practical Test on Google Tools		
		Evaluation of Internet Navigation Skills		
		Project Presentation & Review		
		Feedback & Future Learning Paths		
Test				
76	Google Docs	Introduction to Google Docs		
		Creating and Formatting Documents		
		Collaboration and Sharing		
		Templates and Add-ons		
		Exporting to Different Formats		
77	Google Sheets	Introduction to Google Sheets		
		Creating and Formatting Spreadsheets		
		Using Formulas and Functions		
		Charts and Data Visualization		
		Collaboration and Sharing		
78	Google Slides	Introduction to Google Slides		
		Creating and Designing Presentations		
		Inserting Media and Animations		
		Collaboration and Sharing		

		Publishing and Exporting		
79	Google Forms	Introduction to Google Forms		
		Creating Surveys and Quizzes		
		Customizing Design and Questions		
		Collecting and Analyzing Responses		
		Integration with Other Google Tools		
80	Google Drive	Overview of Google Drive		
		Uploading and Managing Files		
		Sharing and Collaboration		
		Organizing Folders and Files		
		Offline Access and Mobile App		
81-85	Windows File Management	Understanding File Systems		
		File Search and Shortcuts		
		Zip and Unzip Files		
		File Permissions and Sharing		
		Disk Cleanup and Optimization		
86-90	Windows System Settings	Security and Updates		
		Network and Internet Settings		
		Devices and Printers		
		Ease of Access and Accessibility Features		
		Backup and Recovery		
91-95	Web Browsing and Security	Introduction to Web Browsers		
		Searching and Navigation		
		Bookmarking and Extensions		
		Online Security and Privacy		
		Digital Etiquette		
96-100	Social Media Basics	Introduction to Social Media		
		Creating and Managing Profiles		
		Privacy and Security Settings		
		Communicating and Networking		
		Responsible Social Media Use		
101-105	Cloud Computing	Introduction to Cloud Computing		
		Cloud Storage Solutions		
		Synchronization across Devices		
		Collaborating in the Cloud		
		Security and Privacy in Cloud Computing		
106-110	Multimedia Management	Playing Videos and Music		
		Editing Basic Images and Videos		
		Managing Multimedia Libraries		
		Streaming Services and Podcasts		
		Multimedia Formats and Conversions		
111-115	Basic Troubleshooting	Recognizing Common Problems		
		Safe Restart and Shutdown Procedures		
		Basic Software Troubleshooting		
		Contacting Tech Support		
		Basic Hardware Checks		
116-120	Recap and Final Project	Review of Key Concepts		
		Individual or Group Project		
		Presentation of Projects		
		Feedback and Assessment		
		Course Wrap-up and Certificates		