Module 1: Basics of Computer

Introduction to Computers

Includes definitions, types of computers such as desktops, laptops and servers and their basic components, focusing on understanding hardware and software.

Operating Systems

Details features, file management and user interface navigation for Windows, macOS and Linux.

File Management

Teaches how to organize files and folders, work with drives and extensions and use compression formats like ZIP and RAR.

Module 2: Notepad & WordPad

Notepad Basics

Covers its introduction, interface and text editing capabilities, including using plain text, opening and saving files and utilizing editing shortcuts.

Notepad Advanced

Delves into encoding types like UTF-8 and ANSI, find and replace functions and log functionality, particularly for coding purposes.

WordPad Basics

Introduces its interface and rich text formatting options, such as inserting images and objects.

WordPad Advanced

Extends to page setup, printing options and saving in various formats like RTF, DOCX or PDF, including adjusting margins, headers and footers.

Module 3: MS Word

Introduction to MS Word

Covers an overview of word processing, the interface, ribbon and tabs, including the Quick Access Toolbar and Navigation Pane.

Basic Document Formatting

Teaches font styles, sizes, colors, paragraph alignment, line spacing, bullets, numbering and indentation customization.

Page Layout & Printing

Includes setting margins, orientation, headers, footers, page numbers, using print preview and adding section breaks.

Tables & Columns

Explains creating and formatting tables, merging and splitting cells, managing column layouts, and converting text to tables and vice versa.

Advanced Features

Covers mail merge for letters and labels, generating tables of contents, adding footnotes and endnotes, tracking changes and adding comments.

Templates & Macros

Focuses on using and modifying templates, creating and running macros to automate tasks.

Collaboration & Security

Discusses sharing documents, protecting them with passwords, restricting editing and enabling cloud collaboration.

Module 4: MS PowerPoint

Introduction to MS PowerPoint

Explains the interface, ribbon and slide layouts, including slide masters, themes and placeholders.

Creating Presentations

Involves adding and editing slides, formatting text and choosing appropriate layouts and styles.

Design & Aesthetics

Covers applying themes, templates, backgrounds and transitions to enhance visual appeal.

Multimedia Integration

Teaches inserting images, audio, video and charts with tips on optimizing performance.

Animations & Effects

Includes adding slide animations, motion paths and timings for entry, exit and emphasis effects.

Presentation Delivery

Focuses on using slide show mode, presenter view and printing handouts, along with speaker notes and navigation.

Collaboration & Sharing

Addresses creating online presentations and sharing via cloud platforms, enabling teamwork.

Module 5: MS Excel

Introduction to MS Excel

Covers the Excel interface, worksheets, rows, columns and the formula bar.

Data Entry & Formatting

Includes cell formatting, conditional formatting and data validation, such as applying number formats and creating conditional rules.

Basic Formulas & Functions

Introduces SUM, AVERAGE, IF, COUNT, VLOOKUP, and HLOOKUP for basic and logical operations.

Intermediate & Advanced Formulas

Covers TEXT, CONCATENATE, LEFT, RIGHT, MID, LEN, TRIM, PROPER, SEARCH, FIND, and REPLACE for advanced data manipulation.

Logical & Statistical Functions

Includes AND, OR, NOT, COUNTIF, SUMIF and AVERAGEIF for logical and statistical calculations.

Charts & Graphs

Teaches creating and formatting various chart types and customizing options.

Pivot Tables & Data Analysis

Focuses on creating pivot tables, applying filters, sorting and analyzing large datasets for dynamic reporting.

Advanced Features

Includes using macros, data protection and importing/exporting data.

Collaboration & Integration

Covers real-time editing and cloud sharing, including integration with Google Sheets.

Module 6: Google Apps explores Google's productivity suite.

Google Drive – Introduction to Cloud Storage, Uploading & Organizing Files, Sharing & Permission Settings, Integration with Google Apps.

Google Docs – Document Creation & Formatting, Collaboration & Real-Time Editing, Templates & Add-ons, Exporting & Printing Documents.

Google Sheets – Spreadsheet Basics, Formulas & Functions, Data Visualization (Charts & Graphs), Pivot Tables & Automation (Macros, Scripts).

Google Slides – Creating Presentations, Designing with Themes & Templates, Animation & Transitions, Sharing & Presenting Online.

Gmail – Email Management & Customization, Filters, Labels & Folders, Security & Spam Protection, Integrating with Google Calendar & Tasks.

Google Calendar – Creating & Managing Events, Sharing Calendars, Setting Reminders & Notifications, Google Meet Integration.

Google Meet – Setting Up Video Meetings, Screen Sharing & Captions, Recording & Live Streaming, Security & Privacy Settings.

Google Chat & Spaces – Instant Messaging & Group Chats, File & Document Sharing, Integrating with Google Drive, Creating & Managing Spaces.

Google Search – Search Operators & Advanced Search, Reverse Image Search, Google Lens & AI-powered Search, Google Scholar & Books.

Google Assistant – Voice Commands & Automation, Smart Home Integration, Google Actions & AI Responses, Privacy & Data Control.

Google Bard & Gemini (AI Chatbots) – Introduction to AI-powered Chatbots, Text & Image Processing, AI-based Content Creation, Ethical Use of AI in Research.

Google Messages & Google Duo – RCS Messaging & SMS, Video Calling Features, Cross-Device Compatibility.
 YouTube – Creating & Managing a Channel, Video SEO & Monetization, Live Streaming & Shorts, YouTube Studio Analytics.
 Google Photos – Cloud Storage & Auto Backup, AI-powered Photo Editing, Creating Albums & Sharing, Google Lens Integration.

Google Classroom – Setting Up Virtual Classrooms, Assignments & Grading System, Collaboration with Google Docs & Drive, Classroom Analytics & Reports.

Google Forms – Creating Surveys & Quizzes, Response Collection & Data Analysis, Conditional Logic & Automation, Integration with Sheets & Drive.

Google Scholar – Finding Academic Papers, Citation & Bibliography Tools, Research Alerts & Recommendations.

Module 7: AI-Apps introduces artificial intelligence applications.

ChatGPT covers its overview, text generation capabilities, use cases, limitations and API usage for enhancing productivity.

Grok.ai details its features, AI-powered assistance and differences from ChatGPT, highlighting its unique capabilities. Microsoft Copilot focuses on its integration with Office apps, offering AI-powered productivity tools like document editing, summarization and coding automation.

Google Canvas explores AI-generated art, sketching and collaborative drawing with smart suggestions for illustrations.

Bolt.new emphasizes quick AI-powered document creation, its features and applications for efficient drafting.