

Schedule for Basic Computer Concepts, MS- Word, MS-Power Point, Internet and E- mail

Overview of the Course

The course will comprise the following topics that will be covered in 2 weeks (10 days).
The daily learning plan details the day number and the topic (s) that will be covered.

1. Overview of PC Hardware and Software
2. Introduction to MS Word
3. Creating and formatting Table in Word
4. Mail Merge
5. Internet and E-mail
6. Introduction to DU IT Network
7. MS Power Point
8. PC Maintenance and Security

Daily Learning Plan

| Day 1 | Overview of PC Hardware and Software |
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| Objective | Theory and On-line Computer Training (Time in minutes) |
| Course Goals | 10 |
| Describing Course Schedule and Contents | 10 |
| Parts of PC hardware and its functions | 30 |
| Introduction to Operating Systems | 30 |
| Type of Application Software | 20 |
| Starting and Shutting down the system | 05 |
| Windows Explorer | 15 |
| Creating Files and Folders | 30 |

| Day 2 | Introduction to MS Word |
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| Objective | Theory and On-line Computer Training (Time in minutes) |
| Creating a new document | 20 |
| Saving a document | 20 |
| Multiple Views and Layouts (changing page setup) | 20 |
| Moving around the document | 30 |
| Spelling and grammar checking | 15 |
| Basic Formatting | 45 |

| Day 3 | Introduction to MS Word (cont.....) |
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| Objective | Theory and On-line Computer Training (Time in minutes) |
| Creating list (Numbered and Bulleted) | 20 |
| Changing Fonts | 20 |
| Line and Character spacing | 20 |
| Using Styles | 20 |

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| Header and Footer | 20 |
| Using Clip Art | 20 |
| Hyperlink and Bookmark | 20 |
| Printing a document | 10 |

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| Day 4 | Creating and formatting Table in Word |
| Objective | Theory and On-line Computer Training (Time in minutes) |
| Table Basics | 40 |
| Table Editing | 20 |
| Using Table Property dialog box | 60 |
| Table Formatting | 30 |

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| Day 5 | Mail Merge |
| Objective | Theory and On-line Computer Training (Time in minutes) |
| Introduction to Mail Merge | 10 |
| Main document | 10 |
| Data file and Data file field | 30 |
| Merged document | 10 |
| Steps in Mail Merge | 30 |
| Performing Mail Merge | 60 |

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| Day 6 | Internet and E-mail |
| Objective | Theory and On-line Computer Training (Time in minutes) |
| Introduction of Internet (WWW, TCP/IP, DNS, Search Engine) | 30 |
| Introduction to E-mail | 20 |
| Creating and using E-mails | 100 |

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| Day 7 | Introduction to DU IT Network |
| Objective | Theory and On-line Computer Training (Time in minutes) |
| Networking Infrastructure (LAN, WAN, wLAN) | 15 |
| Services (Web browsing, E-prints Archive, E-book Repository, Library resources) | 15 |
| Facilities (E-mail, Web hosting, Application) | 30 |
| Configuring PC for Web browsing | 15 |
| Troubleshooting network connectivity | 45 |
| DUCC Helpdesk | 30 |

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| Day 8 | MS Power Point |
| Objective | Theory and On-line Computer Training (Time in minutes) |
| Presentation basics | 15 |
| Inserting text, pictures | 10 |
| Inserting new slides | 10 |
| Formatting text and pictures | 30 |

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| Creating Notes | 10 |
| Design and layout | 30 |
| Proof, print and preparation for the show | 45 |

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| Day 9 | PC Maintenance and Security |
| Objective | Theory and On-line Computer Training (Time in minutes) |
| Overview of PC Maintenance | 15 |
| Inbuilt PC Maintenance tools in WindowsXP | 45 |
| Overview of PC Security | 10 |
| Inbuilt PC Security tools in WindowsXP | 45 |
| Securing documents | 10 |
| Antivirus | 10 |
| Upgrading OS and Application software | 15 |

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| Day 10 | Test |
| Objective | Theory and On-line Computer Training (Time in minutes) |
| Review | 30 |
| Test | 120 |