

# Saic Professional Training Center

## Basic Computer Course

Registration Fess 4,000 TK

Course Details

Total Hours (2x16): 32

Days: 2 Days of Every Week

Total Seven Part of This Course

Total Class: 16

1. Introduction to Computer
2. Concept of Hardware & Software
3. Internet
4. Email
5. Basic of Microsoft Office
6. Typing
7. Computer Settings

| Course Details   |  |
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| 1st Class  | 2nd Class  |
| <ul style="list-style-type: none"> <li>○ Introduction to computer</li> <li>○ Different kinds of computer</li> <li>○ How to on/off computer</li> <li>○ Basic components of computer</li> <li>○ Describe the components.</li> </ul>                          | <ul style="list-style-type: none"> <li>○ Components of computer system</li> <li>○ Computer hardware.</li> <li>○ Basic components of computer hardware</li> <li>○ Input &amp; output device</li> <li>○ Dual mode</li> <li>○ Stored program concept.</li> <li>○ Motherboard &amp; Connecting Device</li> </ul> |
| 3rd Class  | 4th Class  |
| <ul style="list-style-type: none"> <li>❖ Create file and folder.</li> <li>❖ Cut, copy, paste.</li> <li>❖ Save, edit, delete &amp; rename file and folder.</li> <li>❖ Typing method.</li> <li>❖ Check computer configuration.</li> <li>❖ Taskbar</li> </ul> | <ul style="list-style-type: none"> <li>❖ Introduction to internet</li> <li>❖ Web application</li> <li>❖ Connecting to the internet</li> <li>❖ WWW</li> <li>❖ Introduction to web browser.</li> <li>❖ Search engine.</li> </ul>   |
| 5th Class  | 6th Class  |
| <ul style="list-style-type: none"> <li>✓ Computer software</li> <li>✓ Introduction to software.</li> <li>✓ Download software</li> <li>✓ Software install.</li> <li>✓ Software uninstalls.</li> <li>✓ Zip &amp; Unzip</li> <li>✓ Memory concept.</li> </ul> | <ul style="list-style-type: none"> <li>✓ Introduction to mail.</li> <li>✓ Open mail account</li> <li>✓ How to use mail.</li> <li>✓ How to sent mail.</li> <li>✓ Replying mail.</li> <li>✓ Forward mail.</li> <li>✓ Spam/ Junk Folder &amp; Delete mail</li> </ul>  |

Course Details

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| <p>7th Class</p> <ul style="list-style-type: none"> <li>+ Introduction to MS Office.</li> <li>+ Office word</li> <li>+ Open &amp; close office word.</li> <li>+ Introduction to MS office window.</li> <li>+ Create new &amp; Close document</li> <li>+ Open, Save, Close File</li> <li>+ Print, print view.</li> <li>+ Cut, copy, paste, undo, Bold, italic, underline.</li> <li>+ Create new &amp; Close document</li> <li>+ Subscript, superscript, Text alignment</li> <li>+ Change font color and size.</li> <li>+ Insert bullets and numbering.</li> <li>+ Create new &amp; Close document</li> <li>+ Subscript, superscript, Text alignment</li> <li>+ Create blank page.</li> <li>+ Find and replace, Page break.</li> </ul> | <p>8th Class</p> <ul style="list-style-type: none"> <li>+ Office word</li> <li>+ Insert row, column.</li> <li>+ Delete row, column</li> <li>+ Insert picture</li> <li>+ Create hyperlink.</li> <li>+ Create footer.</li> <li>+ Insert page number.</li> <li>+ Create text box.</li> <li>+ Insert date and time</li> <li>+ Assignment</li> </ul>   |
| <p>9th Class</p> <ul style="list-style-type: none"> <li>▪ MS power point</li> <li>▪ About MS power point</li> <li>▪ How to open power point.</li> <li>▪ How to close power point.</li> <li>▪ Introducing MS power point window.</li> <li>▪ Describe about presentation.</li> <li>▪ Create new presentation slide.</li> <li>▪ Close presentation file.</li> <li>▪ Design slide.</li> <li>▪ Effect option.</li> <li>▪ Format background.</li> <li>▪ Animation pane</li> <li>▪ Create slide show.</li> <li>▪ Set up slide show.</li> <li>▪ Insert video &amp; audio.</li> <li>▪ Power point project.</li> </ul>   | <p>10th Class</p> <ul style="list-style-type: none"> <li>▪ MS excel</li> <li>▪ About MS excel.</li> <li>▪ How to open excel sheet.</li> <li>▪ How to close excel sheet.</li> <li>▪ Introducing MS excel sheet.</li> <li>▪ Create new excel sheet.</li> <li>▪ Close excel sheet.</li> <li>▪ Addition</li> <li>▪ Subtraction.</li> <li>▪ Multiplication</li> <li>▪ Division</li> <li>▪ Insert row &amp; column.</li> <li>▪ Delete row &amp; column.</li> <li>▪ Design.</li> <li>▪ Color concept.</li> </ul> |

### Course Details

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| 11th Class | 12th Class |
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| <ul style="list-style-type: none"> <li>✓ Introduction to operating system.</li> <li>✓ How to work operating system.</li> <li>✓ OS function.</li> <li>✓ Types of OS.</li> <li>✓ Windows Set up for by Various OS</li> <li>✓ Describe about virus &amp; antivirus.</li> <li>✓ Drivers</li> <li>✓ Computer settings after setup OS</li> </ul> | <ul style="list-style-type: none"> <li>✓ Social Media</li> <li>✓ Introduction to social media.</li> <li>✓ Create social media account.</li> <li>✓ Create Facebook page &amp; Group.</li> </ul> |
| 13th Class   | 14th Class   |
| <ul style="list-style-type: none"> <li>➤ Typing</li> <li>➤ Bangla typing.</li> <li>➤ Online typing.</li> <li>➤ How to use dictionary.</li> </ul>   | <ul style="list-style-type: none"> <li>➤ Create an excel sheet using (+, *, /)</li> <li>➤ How to calculate percentage.</li> <li>➤ Doing Project.</li> </ul>                                    |
| 15th Class   | 16th Class   |
| <ul style="list-style-type: none"> <li>❖ Doing work online</li> <li>❖ Google doc.</li> <li>❖ Google sheet.</li> <li>❖ Google slide.</li> <li>❖ Google form</li> </ul>  | <ul style="list-style-type: none"> <li>❖ Settings Computer</li> <li>❖ Create password</li> <li>❖ Desktop arranging</li> <li>❖ Create shortcut</li> <li>❖ Others</li> </ul>                     |

Prepared By:

Md. Masumul Islam  
 Computer Operator  
 Sptc-2, Dhaka.