

Basic Computer

Comprehensive training in Computer Fundamentals, Windows OS, MS Word, MS Excel, MS PowerPoint, Internet browsing, email communication, and digital workplace security.

Duration 4 Weeks (30 Hours)	Training Mode Offline Classroom Training	Certification Industry Certificate	Practical Labs 100% Hands-on
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Detailed Course Curriculum & Modules

MODULE 01 Computer Hardware & Windows OS Navigation - Computer Basics & Hardware Components - Operating System navigation & File Explorer - Control Panel, Settings & System Utilities - Keyboard Shortcuts & Typing Fundamentals			MODULE 02 Microsoft Word Document Creation - Creating, Editing & Saving Documents - Font Formatting, Paragraph Alignment & Styles - Tables, Shapes, SmartArt & Page Layout - Headers, Footers, Page Borders & Watermarks - Printing & PDF Exporting		
MODULE 03 Microsoft Excel Fundamentals - Workbook & Worksheet Navigation - Cell Formatting, Rows & Columns Management - Essential Formulas: SUM, AVERAGE, COUNT, MIN, MAX - Basic Sorting, Filtering & Data Formatting - Creating Charts & Printable Reports			MODULE 04 Microsoft PowerPoint Presentations - Slide Layouts, Themes & Background Design - Inserting Text, Images, Video & Audio - Slide Transitions, Animations & Timing - Slide Show Delivery & Exporting Slides		
MODULE 05 Internet, Email & Digital Security - Web Browsing & Search Engine Techniques - Professional Email Composition & Attachments - Cloud Storage Basics (Google Drive / OneDrive) - Cybersecurity Basics, Antivirus & Safe Browsing					
■ Industry Certification Authorized certificate verified globally via online portal.		■ 100% Placement Support Resume review, mock interviews, and recruiter connections.		■ Lab Access & Mentorship Dedicated workstation lab hours with expert guidance.	