



184, Senpara, Parbata, Razia Plaza (4th Floor)

Mirpur-10, Dhaka-1216

## Basic Computer

Course Details	
<b>Total Seven Part of This Course</b>	
<ul style="list-style-type: none"> <li>• Introduction to Computer</li> <li>• Concept of Hardware &amp; Software</li> <li>• Internet</li> <li>• Email</li> <li>• Basic of Microsoft Office</li> <li>• Typing</li> <li>• Computer Settings</li> </ul>	<p>Total Class: 16</p> <p>Total Hours (2x16): 32</p> <p>Days: 2 Days Of Every Week</p> <p>Registration Fess 6,000 TK</p>

Course Details	
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>• Task bar</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 uninstall.</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>
7th Class	8th Class
<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 Verious 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>

Course Details	
9th Class	10th Class
<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>	<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>
11th Class	12th Class
<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>	<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	
13th Class	14th Class
<ul style="list-style-type: none"> <li>• Create a excel sheet using (+, -, * , /)</li> <li>• How to calculate percentage.</li> <li>• Doing Project.</li> </ul>	<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>
15th Class	16th 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>• Settings Computer</li> <li>• Create password</li> <li>• Desktop arranging</li> <li>• Create shortcut</li> <li>• Others</li> </ul>