

Computer Basic Course

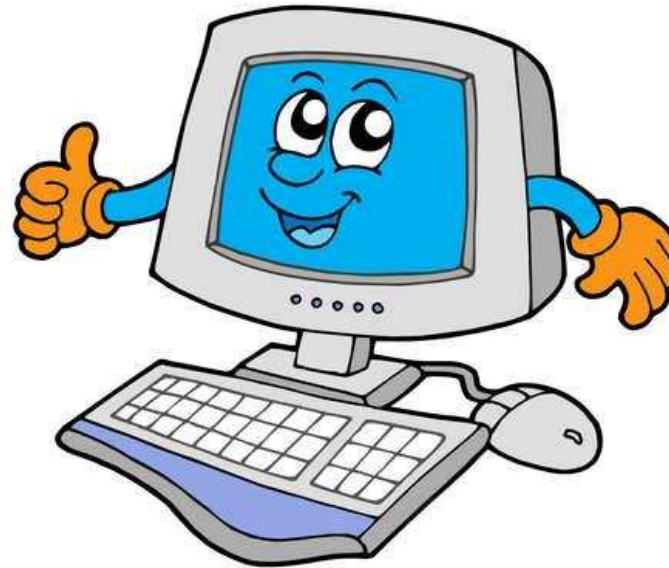


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Course Content

- ▶ Introduction to computers
- ▶ Operating system
- ▶ Microsoft Word
- ▶ Microsoft Excel
- ▶ Microsoft PowerPoint
- ▶ Internet & E-mail



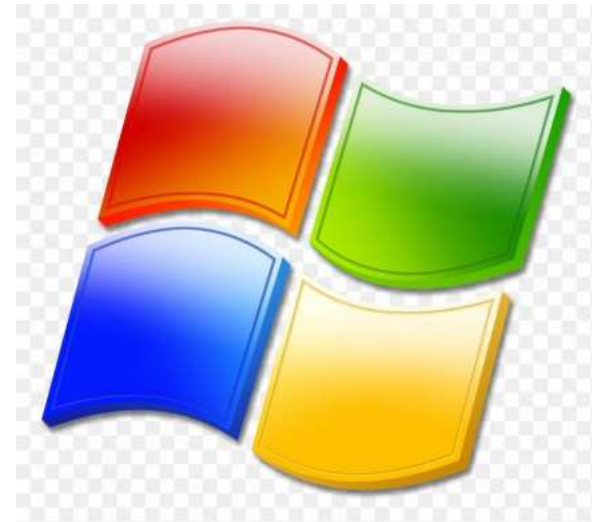
Introduction to Computers

You learn about the computer and the architecture of it through the lesson Introduction to Computers.



Windows Operating System

Windows Operating System is
used to operate the
computer. It bridges the gap
between user & the
computer.





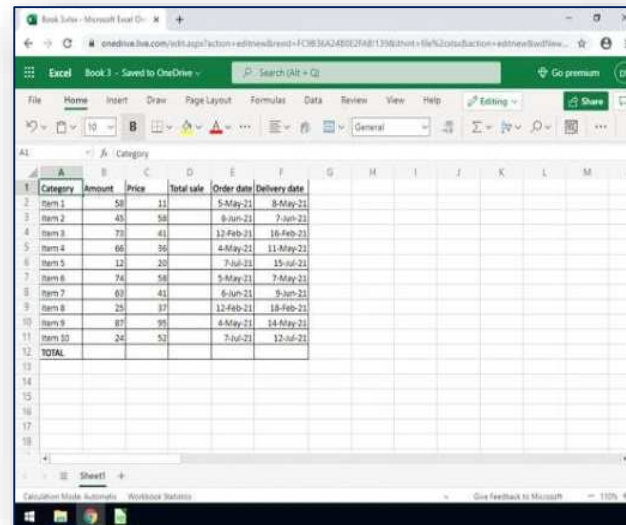
Microsoft Word

Microsoft Word is a word processing application which enables you to create, manipulate, edit, save and print documents.



Microsoft Excel

Microsoft Excel is a spreadsheet package used for calculations and logical functions.



The screenshot shows a Microsoft Excel spreadsheet with a table of sales data. The table has columns for Category, Amount, Price, Total sale, Order date, and Delivery date. The data is organized into rows, with a 'TOTAL' row at the bottom. The spreadsheet is displayed in a window titled 'Book 1 - Microsoft Excel'.

Category	Amount	Price	Total sale	Order date	Delivery date
Item 1	58	23		5-May-21	8-May-21
Item 2	43	58		8-Jun-21	7-Jun-21
Item 3	73	43		12-Feb-21	18-Feb-21
Item 4	66	36		4-May-21	11-May-21
Item 5	12	20		7-Jul-21	15-Jul-21
Item 6	74	58		5-May-21	7-May-21
Item 7	63	43		6-Jun-21	9-Jun-21
Item 8	25	37		12-Feb-21	18-Feb-21
Item 9	87	99		4-May-21	14-May-21
Item 10	24	52		7-Jul-21	12-Jul-21
TOTAL					



Microsoft PowerPoint

Microsoft PowerPoint is
used to create a
professional type
presentation.



Internet & E-mail

Internet & E-mail is used to interact with other countries using World Wide Web(WWW). You can send or receive mails, pictures, sounds or video using e-mail.

