

Computer Fundamentals for Absolute Beginner

1 Navigating the Computer & its Interface

- Starting and shutting down a computer
- Introduction to interface task-bar, shortcut
- Battery status, date and time, weather app
- Start menu and customization
- Accessing the Control Panel
- Navigating the Control Panel interface
- Basic system settings (date and time, display, sound)
- Personalization options (themes, wallpapers)
- User accounts and settings
- Managing system updates and security settings
- Configuring firewall and anti-virus settings
- Backing up and restoring files
- Managing installed programs and features
- Accessibility options for users with special needs
- Troubleshooting common issues

2 File Management

- Creating, renaming, and deleting files and folders
- Copying and moving files
- File extensions and their meanings
- Organizing files effectively

3 Software and Applications

- What is software
- Types of software (system vs. application)
- Installing and uninstalling software (using control panel, check the driver update)
- Task Manager (reset the computer using task manager, view of resources)
- Common applications (media players, calculator, image viewer)
- Update the system

4 Web browsers

- Introduction to the Internet
- Web browsers and search engines
- Navigating websites
- Basic navigation: Back, forward, refresh, home
- Tabs and tab management
- Bookmarking and organizing bookmarks
- Using browser extensions and add-ons
- Internet safety & security (password vault & managements)

5 Email and Communication

- Setting up an email account
- Sending and receiving emails
- Online communication tools (Google meet, Microsoft teams)
- Google drive and docs

6 Notepad

- Launching Notepad
- The Notepad interface
- Creating a new text document
- Entering and saving text
- Basic text manipulation (cut, copy, paste)

7 MS paint

- What is MS Paint
- Launching MS Paint
- The MS Paint interface
- Basic tools: Pencil, Brush, Eraser, Color selection
- Drawing basic shapes and lines
- Filling shapes with color
- Saving your work
- Selecting and moving objects
- Resizing and rotating objects
- Cutting, copying, and pasting
- Using the eraser tool
- Undo and redo actions
- Exporting images File formats (e.g., BMP, PNG, JPEG)

MS- Office

8.1 MS-Word

- What is Microsoft Word?
- Launching Microsoft Word
- The Word interface
- Creating a new document
- Entering and formatting text
- Saving and opening documents
- Printing documents
- Basic text manipulation (cut, copy, paste)
- Changing fonts and text size
- Applying bold, italics, and underline formatting
- Alignment and paragraph formatting
- Creating lists and bullet points
- Spell check and grammar check
- Apply color and background color to ms-office

8.2 Microsoft Excel

- Launching Microsoft Excel
- The Excel interface
- Creating a new workbook
- Entering data into cells
- Saving and opening workbooks
- Basic formatting (font, cell borders)
- Basic calculations (sum, average, basic functions)
- Printing spreadsheets
- Formatting numbers and dates
- Adjusting column width and row height
- Inserting and deleting rows and columns
- Simple formulas (e.g., addition, subtraction, multiplication, division)
- Auto-sum and Auto-fill

8.3 Microsoft PowerPoint

- Launching Microsoft PowerPoint
- The PowerPoint interface
- Creating a new presentation
- Adding and formatting text
- Inserting and deleting slides
- Saving and opening presentations
- Adding and formatting images
- Slide transitions and animations
- Using design templates
- Adding and formatting shapes
- Adding bullet points and lists
- Rearranging and organizing slides
- Adding speaker notes
- Running a sideshow

9/1 HTML

- Setting up a simple text editor (e.g., Notepad)
- Creating an HTML document
- Basic HTML structure
- Adding headings, paragraphs, and line breaks
- Formatting text with HTML tags
- Creating lists
- Inserting hyperlinks
- Adding images
- Creating simple tables
- Creating forms
- Using basic HTML attributes
- Validating HTML code

9/2 Tally

- Installing and launching Tally
- Navigating the Tally interface
- Creating a company in Tally
- Creating invoice
- Introduction to ledgers
- Basic accounting vouchers (sales and purchases)
- Recording transactions in Tally (payments and receipts)
- Basic inventory management in Tally
- Viewing basic financial reports (trial balance, profit and loss statement, balance sheet)
- Simple settings in Tally / Busy