



Operating On Computer

MS Word

- ✓ Creating and Managing Documents
- ✓ Formatting Text, Paragraphs, and Sections
- ✓ Creating Tables and Lists
- ✓ Creating and Managing References
- ✓ Incorporate and Format Graphic Elements
- ✓ Manage options and settings for documents
- ✓ Creating Advanced

Operating System Windows

MS Excel

- ✓ Getting Started with Excel
- ✓ Identify the Elements of the Excel Interface
- ✓ Navigate and Select Cells in Worksheets
- ✓ Customize the Excel Interface
- ✓ Create a Basic Worksheet
- ✓ Performing Calculations in an Excel Worksheet
- ✓ Create Formulas in a Worksheet
- ✓ Insert Functions in a Worksheet
- ✓ Reuse Formulas

Working With File & Folders

MS PowerPoint

- ✓ Getting Started with PowerPoint
- ✓ Developing a PowerPoint Presentation
- ✓ Advanced Text Editing Operations
- ✓ Graphical Elements to Your Presentation
- ✓ Modifying Objects in Your Presentation
- ✓ Adding Tables to Your Presentation
- ✓ Adding Charts to Your Presentation
- ✓ Preparing to Deliver Your Presentation
- ✓ Apply Transitions

Playing Movies & Music

ChatGPT

- ✓ AI areas: generative AI, prompt engineering, and ChatGPT.
- ✓ Practical learning: Gain hands-on experience to utilize these technologies
- ✓ Focus on prompt engineering: Understand its significance in producing specific outputs.
- ✓ Comprehensive insights: Learn how to leverage AI practical business

Typing Tutor

INTERNET

- ✓ Defining and describing the Internet
- ✓ Brief history
- ✓ Parts of email
- ✓ Email software
- ✓ Web-based email
- ✓ Email address
- ✓ Listservs
- ✓ Types of access
- ✓ Online services
- ✓ Internet services providers
- ✓ How and where to look for the service

OFFICE AUTOMATION



Course Duration 2 MONTHS