

WINDOWS

Computer Fundamentals – Introduction to GUI- WordPad Notepad – Paintbrush- Windows Explorer – Control Panel.

MS – OFFICE

Word Creating Text and Documents – Using Different fonts Word Art Special Fonts – Embedding Picture- Table Manipulation – Using Header and Footer – Mail Merge.

Excel- Creating a Spreadsheet – Entering Data Editing – Saving and Printing Some Formula – Drawing Graphics – Sharing Spreadsheet – Using Chart – Using Functions Eg. Sum, Average, Count, Max, Min.

Power Point- Creating a Power point using a different view of Presentation – Entering and Editing Text- Using Clip Art.

Access- Table, Data, Query, Report