

1. INTRODUCTION TO COMPUTERS
2. WINDOWS 7, 8

**MS-WORD (WORD – 2010 )**

1. INTRODUCTION TO WINDOWS
2. WORD AS AN EDITOR
  - a. HOME MENU
  - b. INSERT MENU
  - c. PAGE LAYOUT
  - d. REFERANCES MENU
  - e. MAILING MENU
  - f. VIEW MENU
  - g. PRINTING USING WORD

**MS-EXCEL (EXCEL-2010)**

1. INTRODUCTION TO WINDOWS
2. EXCEL AS AN SPREADSHEET
  - a. HOME MENU
  - b. INSERT MENU
  - c. PAGE LAYOUT
  - d. FORMULAS MENU
  - e. DATA MENU
  - f. REVIEW MENU
  - g. VIEW MENU
  - h. PRINTING IN EXCEL
  - b. PRINTING IN EXCEL

**POWERPOINT ( POWERPOINT-2010)**

3. INTRODUCTION TO POWERPOINT
  - a. HOME MENU
  - b. INSERT MENU
  - c. DESIGN MENU
  - d. TRANSITIONS MENU
  - e. ANIMATION MENU
  - f. SLIDE SHOW MENU
  - g. VIEW MENU
  - h. CONVERT THE PRESENTATION TO PDF

**4. INTERNET & E-MAIL**