

IT Skills -1

Unit I: Word Processing

Introduction to Word Processor, Working with Documents and the Keyboard,: Navigating Through a Word Document, Basic Text Editing, Text Formatting,: Paragraph Formatting, Advanced Ways to Format Text and Paragraphs, Style Formatting, Page Formatting, Templates, Working With Graphics and Pictures, Tables, Mail Merge, Proofing, Printing, and Publishing.

Unit II: Spread Sheet

Introduction to Excel, Navigating Excel, Worksheets and Workbooks, Entering Information, Working with Cells, Rows, and Columns, Formatting Data and Cells, Formatting Rows and Columns, Editing Cells, Rows, Columns, and Worksheets, : Introduction to Formulas and Calculations, Working with Formulas and Functions, , Maintaining Worksheets, the What-If Analysis,: Adding Images and Graphics, Charts and Diagrams, Creating Data Lists, Managing Data, Pivot Tables and Charts, Printing Worksheets and Workbooks, Templates, Protecting, Saving, and Sharing Workbooks

Unit III Presentation Programs

The Basics of Creating Presentations, Applying Themes and Layouts to Slides, Working with Objects, Entering, Editing, and Formatting Text, Working in Outline View, Proofing Presentations, Notes, Inserting Pictures, Graphics, Shapes, and Other Things, Inserting Tables into Presentations,: Charts and Smart Art, Adding Sound and Video, Adding Transitions and Animation, Master Slides, Printing and Running Slide Shows, Saving, Sharing, and Exporting Presentations

Unit IV E-mail:

Introduction to Gmail, Navigating Gmail, Sending and Receiving Messages, Formatting Messages, Adding Tables and Other Elements to Messages, Inserting Graphics and Images into Emails, Working with Messages, Organizing Mail, Advanced Mail Features, Address Books and Contacts, Using the Calendar, Reminders, Tasks, Notes, Social Media and Sharing