VALUE ADDED COURSE
SYLLABUS FOR
ADVANCE COMPUTER COURSE

DURATION: ONE MONTH

Sl.No.	Hours	Contents
1	1st	Communication and Collaboration (Introduction)
2	2nd	What is an **Electronic Mail**, Email Addressing, Using E-Mails
3	3rd	Opening Email accounts, mailbox(inbox and outbox)
4	4th	Creating and Sending a New Email, Replaying to an Email message, Forwarding an Email message
5	5th	Sorting and Searching Emails
6	6th	**Understanding Word Processing**(Introduction, Menu Bar, Using The Icons Below Menu Bar)
7	7th	Opening and closing Documents(Opening Documents, Save and Save as, Page Setup, Print Preview, Printing of Documents)
8	8th	Text Creation and manipulation(Document Creation, Editing Text, Text Selection, Cut, Copy and Paste, Spell check)
9	9th	Formatting the Text(Font and Size selection, Alignment of Text, Paragraph Indenting, Bullets and Numbering, Changing case)
10	10th	Table Manipulation(Draw Table, Changing cell width and height, Alignment of Text in cell, Delete/ Insertion of row and column ,Border and shading)
11	11th	**Making Power Point Presentation(**Introduction, Using PowerPoint, Opening A PowerPoint Presentation, Saving A Presentation)
12	12th	Creation of Presentation(Creating a Presentation Using a Template, Creating a Blank Presentation, Entering and Editing Text, Inserting And Deleting Slides in a Presentation)
13	13th	Preparation of Slides(Inserting Word Table or An Excel Worksheet, Adding Clip Art Pictures, Inserting Other Objects, Resizing and Scaling an Object)
14	14th	Presentation of Slides(Viewing A Presentation, Choosing a Set Up for Presentation, Printing Slides And Handouts)
15	15th	Slide Show(Running a Slide Show, Transition and Slide Timings, Automating a Slide Show)
16	16th	**Using Spread Sheet**(Introduction, Elements of Electronic Spread Sheet)
17	17th	Opening of Spread Sheet(Addressing of Cells, Printing of Spread Sheet, Saving Workbooks)
18	18th	Manipulation of Cells(Entering Text, Numbers and Dates, Creating Text, Number and Date Series, Editing Worksheet Data, Inserting and Deleting Rows& Column, Changing Cell Height and Width)
19	19th	**MS-Access**(Introduction to MS-Access, Menus)
20	20th	Create a Database using Template, Create Table, Form, Query, Pages and Macros, Table Sorting and Filtering)
21	21st	**MS-Publishers**(Introduction to MS-Publishers, Menus)
22	22nd	Create a Certificate ,Greetings Cards through Template
23	23rd	**Adobe Photoshop**(Introduction, Getting started with Photoshop, Opening an existing file, The Photoshop Program Window, The Toolbox)
24	24th	Creating a new file, Saving files, Closing files

25	25th	Editing images, Color modes, The color picker palette, The selection tools, The magic wand tools, The grow and similar command
26	26th	Moving a selection, Filing selection, Transforming selection, Inverting a selection
27	27th	The Painting Tools, The gradient tool, The paint bucket tool, The editing tools, The eraser tools, Layers, Layer effect, Type, Filter
28	28th	**Revision**
29	29th	**Revision**
30	30th	**Experience During Course-Talk**