

# CONTENTS

## MODEL 1

1. INTRODUCTION TO COMPUTERS AND FUNDAMENTALS OF OPERATING SYSTEM

## MODEL 2

2. INTRODUCTION TO PROGRAMMING LANGUAGE

## MODEL 3

3. FUNDAMENTALS OF DATABASE MANAGEMENT SYSTEM AND CONCEPTS OF E-COMMERCE AND ERP

## MODEL 4

4. COMPUTER NETWORK AND INTERNET

## MODEL 5: *MS Word 2007*

1. GETTING FAMILIAR WITH MICROSOFT WORD 2007 FOR WINDOWS
2. MICROSOFT WORD 2007 BASIC FEATURES

3. MORE BASIC FEATURES
4. FORMATING PARAGRAPHS AND WORKING WITH STYLES
5. ADDING BULLETS AND NUMBERS, UNDOING AND REDOING, SETTING PAGE LAYOUTS AND PRINTING DOCUMENTS

### MODEL 6: *MS Excel 2007*

1. ENTERING TEXT AND NUMBERS
2. ENTERING EXCEL FORMULAS AND FORMATING DATA
3. CREATING EXCEL FUNCTION, FILLING CELLS, AND PRINTING
4. CREATING CHARTS

### MODEL 7: *MS Power Point 2007*

1. THE MICROSOFT POWER POINT SCREEN
2. TWO: POWER POINT OVERVIEW
3. CREATING YOUR FIRST POWER POINT PRESENTATION