

# Course Microsoft Office 2016

Course: **MS Office 2016**

Classes / Week: **5**

Total Classes: **60** (Class/Week \* 4 Weeks/Month \* Duration)

Total Working Hour: **60** (Total Classes \* Hour/Class)

Duration: **3 Months** \_

Hour/Class: **1 Hour** \_



No	Topic
1.	<p><b>Practical</b> Desktop info, change Desktop Icons, Hide Icons, (Taskbar, Start Menu, Toolbars, Tablet PC input Panel), (R Click Desktop Option like = view, Sort by, Refresh), Time bar, <b>Home work (Definition Computer) individual student listen</b>      <b>Theory</b> -----Definition Computer</p>
2.	<p><b>Practical</b> Gadgets, Screen Resolution, (R Click Desktop New = Folder, shortcut, Contact, Briefcase, WinRAR Zip,), (R Click Desktop Personalize = Change Mouse Pointer, Change Account Picture, Display, Theme, Desktop Background, Window Color, Sound, Screen Saver) <b>Home work (Screen saver write you name)</b>      <b>Theory</b>------(Intro to IT, History of Computer)</p>
3.	<p><b>Practical</b> (R Click Desktop New = Text Documents or notepad, Journal Documents and <b>Home work (contact)</b>      <b>Theory</b>-----Computer– Applications      Business, Banking and Insurance</p>
4.	<p><b>Practical</b> (R Click Desktop New = Microsoft WordPad) <b>Home work (there introduction like school, home, family, hobbies)</b> <b>Theory</b> -----Education, Marketing, Health Care, Engineering Design and Military</p>
5.	<p><b>Practical</b> Advance Computer Typing Skills      Daily Basics <b>typing lessons exercises 1 -----5</b></p>
6.	<p><b>Practical</b> Advance Computer Typing Skills      Daily Basics <b>typing lessons exercises 6-----10</b></p>
7.	<p><b>Practical</b> Run Commands      Calc, sticky Notes, dxdiag, prefetch, cleanmgr, msconfig, %temp%, Tree, Charmap, timedate.cpl, magnify, control, explore and notepad <b>Theory</b> -----Computer Generations</p>
8.	<p><b>Practical</b> using MS Paint &amp; its tools <b>Home work (practices for Pakistan Flag, Cartoon, Traffic directions)</b> <b>Theory</b>-----Computer - Types      supercomputer, mainframe, mainframe workstation, PC</p>
9.	<p><b>Practical</b> Screen Resolution, CMD command intro 7,10 commands, connector to a projector, Snipping Tool, Sound Recorder, window explore, Window Mobility Center, <b>Home work (Snipping Tool, Sound Recorder)</b><b>Theory</b>----Computer Components      Input Device ##Keyboard, Mouse,</p>
10.	<p><b>Practical</b>      <b>Test Day1 only 25 minute</b> Remote Desktop, Remote Assistant and Team viewer <b>Home work (Team Viewer)</b>      <b>Theory</b>-----output Device ##### Joy Stick, Light pen, Track Ball, Scanner, Graphic Tablet, Microphone MICR), (OCR) Bar Code Reader, Optical Mark Reader(OMR)</p>
11.	<p><b>Practical</b> Control Panel, User Account and family safety, delete account, create account 2 or 3, control parent, change account type <b>Home work (cerate account)</b>      <b>Theory</b>----Output Devices Monitors, Cathode-Ray Tube (CRT), Flat- Panel Display</p>
12.	<p><b>Practical</b> Control Panel, Folder Option (hide folder), Ease of access, Center, Clock Language &amp; Region <b>Home work (time changing)</b>      <b>Theory</b>-----Output Devices##### Printer, Non-impact Printers, impact Printers</p>

13	<b>Practical</b> Control Panel, System and Security <b>Home work (Firewall on Off)Theory-Computer - CPU (Central Processing Unit) Control Unit, ALU, memory Storage</b>
14	<b>Practical</b> Control Panel, Network and Internet, Hardware and Sound <b>Home work (IP Address) Theory-----Computer – Memory and types</b>
15	<b>Practical</b> Control Panel, program, install Software, uninstall Software, Turn Window Features On OFF <b>Home work (PDF, WinRAR Compress Software) Theory----Computer – Random Access Memory SRAM, DRAM</b>
16	<b>Practical</b> Laptop BIOS information, USB Bootable Create, Rufus Software Use <b>Home work (Create Bootable USB) Theory-----Window 7 Flavor, Installation minimum Requirements</b>
17	<b>Practical</b> Window installation 7 <b>Home work (every Students purchase USB 3.0 8GB) Theory-----Window 7 installation Step by step write</b>
18	<b>Practical</b> <b>Test Day 2 only 25 minute</b> Gmail Account Create and Face book Account create <b>Home work (Student create our Gmail ID)</b>
19	<b>Practical</b> MS Outlook 20016 Configuration Gmail and Hotmail Account, Interface Adding and Removing Account <b>Home work (Student Digital Signature )</b>
20	<b>Practical</b> Goggle Earth Configuration Google forms Online Configuration <b>Home work (Student 2 account Configure )</b>
21	<b>Practical</b> MS Office 2016 HOME Tab (Clipboard, Font,) <b>Home work (personal information type) Theory-----MS Office 2016(Ctrl and Alt) Short Cut</b>
22	<b>Practical</b> MS Office 2016 HOME Tab (Paragraph, Style, Editing) <b>Home work (Curriculum Vitae or Resume) Theory-----MS Office History</b>
23	<b>Practical</b> MS Office 2016 insert Tab (Page, Table (design)) <b>Homework (Attends list) Theory-----Read Only Memory ROM</b>
24	<b>Practical</b> MS Office 2016 insert Tab (Table (layout)) <b>Homework (office work table) Theory-----Motherboard</b>
25	<b>Practical</b> MS Office 2016 insert Tab (Picture, Online Pic, Shape, Screenshot, Store, Wikipedia, Online video) <b>Homework (SmartArt) Theory-----Memory Units</b>
26	<b>Practical</b> MS Office 2016 insert Tab (Hyperlink, Bookmark, Cross-Reference) <b>Homework (hyperlink) Theory-----What is a Port?</b>
27	<b>Practical</b> MS Office 2016 insert Tab (comments, Header, Footer, Page Number) <b>Homework (Header, Footer) Theory-----Relationship between Hardware and Software</b>
28	<b>Practical</b> MS Office 2016 insert Tab (Test Box, Symbols Equation, Symbol) <b>Homework (Mathematic paper Design) Theory-----There are two types of software, System Software,</b>
29	<b>Test Day 3 only 25 minute</b> <b>Practical</b> MS Office 2016 (Cerate attends Sheet)

30.	<b>Practical</b> MS Office 2016 layout Tab (page Setup) <b>Homework</b> (printer set page) <b>Theory</b> -----A4, A5, Letter, Margins
31	<b>Practical</b> MS Office 2016 layout Tab (paragraph, arrange) <b>Homework</b> (picture on page) <b>Theory</b> -----Data and Information
32	<b>Practical</b> MS Office 2016 Mailing Tab (Create, Start Mail Merge) <b>Homework</b> (picture on page) <b>Theory</b> ----- <b>how to Email To, CC, BC Function</b>
33	<b>Practical</b> MS Office 2016 Review Tab (Proofing, Language, Comments) <b>Homework</b> (language Arabic, Urdu) <b>Theory</b> ----- <b>how to Email attached file, Picture, Compress</b>
34	<b>Practical</b> MS Office 2016 Review Tab (Tracking, Change, Compare, Protect) <b>Homework</b> (compare) <b>Theory</b> ----- <b>Google Translator How Use it.</b>
35	<b>Practical</b> MS Office 2016 view Tab (view, Show, Zoom, Switch Window) how to password on file <b>Homework</b> (compare) <b>Theory</b> ----- <b>(Antivirus)</b>
36	<b>Practical</b> MS Office 2016 References Tab (Table of Contents, Footnotes, Captions, Index) <b>Homework</b> (write book architecture) <b>Theory</b> ----- <b>(Antivirus types)</b>
37	<b>Test Day 4 only 25 minute</b> <b>Practical</b> MS Office 2016(Create Mark Sheet) <b>Theory</b> ----- <b>(Antivirus AVG install)</b>
38	<b>Practical</b> MS OneNote 2016 Configuration <b>Home work</b> (personal Diary information data)
39	<b>Practical</b> MS PowerPoint 2016 HOME Tab (Clipboard, Slid, Fonts) <b>Home work</b> (personal information data) <b>Theory</b> -----Short Cut Alt and Ctrl
40	<b>Practical</b> MS PowerPoint 2016 HOME Tab (paragraph, Drawing, Editing) <b>Home work</b> (Pakistan information) <b>Theory</b> ----- MS PowerPoint 2016 history introduction
41	<b>Practical</b> MS PowerPoint 2016 HOME Tab (paragraph, Drawing, Editing) <b>Home work</b> (Pakistan information) <b>Theory</b> ----- Guide line how to Present
42	<b>Practical</b> MS PowerPoint 2016 insert Tab (new Slide, Image, illustration, comments) <b>Home work</b> (Sindh information) <b>Theory</b> -----Guide Line How to use animation
43	<b>Practical</b> MS PowerPoint 2016 insert Tab (Text, Symbol, Media, link) <b>Home work</b> (TandoAllahyar information) <b>Theory</b> ----- software PDF installation and work
44	<b>Practical</b> MS PowerPoint 2016 Design Tab (Theme, variants, customize) <b>Home work</b> (Hospital information) <b>Theory</b> ----- software WinRAR installation and work
45	<b>Practical</b> MS PowerPoint 2016 Transitions Tab (timing, Transitions of the slide) <b>Home work</b> (School information) <b>Theory</b> ----- Web Brower flavor like chrome
46	<b>Practical</b> MS PowerPoint 2016 Animations (timing, Animation, advance animations) <b>Home work</b> (University information) <b>Theory</b> ----- Web Brower flavor like opera

47	<b>Practical</b> MS PowerPoint 2016 tabs (Slide Show, View, Review) <b>Home work (Police information)</b> <b>Theory</b> ----- Web Brower flavor like internet Explore
48	<b>Practical</b> <b>Test Day 5 only 25 minute</b> MS Excel 2016 HOME tabs (Clipboard, Font, password on Excel File) <b>Home work (Date, Day, Month, Year)</b> <b>Theory</b> -----Intro of MS Excel
49	<b>Practical</b> MS Excel 2016 HOME tabs (Alignments, Number, list) <b>Home work (Sheet create, School base)</b> <b>Theory</b> -----Excel Short Cut Alt and Ctrl
51	<b>Practical</b> MS Excel 2016 HOME tabs (Style, Cell, Editing) <b>Home work (Sheet create, Mobile Sale)</b> <b>Theory</b> -----Number of Cell, Number Rows, Number Columns
52	<b>Practical</b> MS Excel 2016 Insert tabs (Pivot Table, illustrations, Add-ins) <b>Home work (Sheet create, Banking Sheet)</b> <b>Theory</b> ----- How Many Banks in Pakistan
53	<b>Practical</b> MS Excel 2016 Insert tabs (Chart) <b>Home work (Monthly, Weekly Budges)</b> <b>Theory</b> ----- why use chart
54	<b>Practical</b> MS Excel 2016 Insert tabs (Filter, Link, Test, Symbol) <b>Home work (Students Sheet for Fees or Course use filter)</b> <b>Theory</b> -----What is a Computer Network?
55	<b>Practical</b> MS Excel 2016 (page layout, formula tabs) Sum, Count, Power, Fact, Division, Substnation, Multiplication, Average, Min, Max, Search <b>Home work (practical)</b> <b>Theory</b> -----Network Cables, RJ11 and RJ45
56	<b>Practical</b> MS Excel 2016 (formula tabs) (Text), Char, Clean, Concatenate, Find, Fixed, Left, Len, Lower, Mid, Proper, Replace, Right, Search, Substitute, Trim, Upper, value <b>Home work (practical)</b> <b>Theory</b> -----Distributors, Routers and Switch
57	<b>Practical</b> MS Excel 2016 (formula tabs) If, False, Not, or, Ture, (Logical) Date, Day, Hours, Month, Min, now, Second, Time, Today, Year, Weekday <b>Home work (practical)</b> <b>Theory</b> ---- Internal Network Cards, External Network Cards
58	<b>Practical</b> MS Excel 2016 (formula tabs) (Financial) DB, FV, PV, IPMT, NPER, PMT, PPMT, Rate, <b>Home work (practical)</b> <b>Theory</b> -----Distributors, Routers and Switch
59	<b>Practical</b> MS Excel 2016 (formula tabs) (Financial) DB, FV, PV, IPMT, NPER, PMT, PPMT, Rate, <b>Home work (practical)</b> <b>Theory</b> -----What is Cloud?
60	<b>Practical</b> MS Excel 2016 (Data tabs) Data Tool, Sort and Filter <b>Home work (practical)</b> <b>Theory</b> -----Google Drive How to Use It.
61	<b>Practical</b> MS Excel 2016 (Data tabs) forecast, outline, connections, get External data, get Transform <b>Home work (practical)</b> <b>Theory</b> -----Google Calendar How to Use It.
62	<b>Practical</b> MS Excel 2016 (Review Tabs and View Tabs ) Proofing, language, comments, change view, Show, Zoom, Window <b>Home work (practical)</b> <b>Theory</b> -----Google Photo How to Use It.
63	<b>Repeat day MS Office 2016</b>
64	<b>Certifies Ceremony</b>