

UPBIZNEXT

Techstart Course Outline

**Computer Basics & Advanced Office
Applications
Comprehensive Training Program**

Module 1: Introduction to Computers

- What is a Computer? (Definition & Components)
- Difference Between Hardware and Software
- Types of Computers (Desktop, Laptop, Tablet)
- Basics of Operating Systems (Windows, macOS, Linux Overview)
- File Management: Creating, Renaming, Deleting, Moving, and Copying Files & Folders
- Introduction to Input and Output Devices

Module 2: Windows Operating System - Advanced Use

- Windows Interface overview
- Taskbar, Start Menu, Desktop customization
- File Explorer advanced features (search, filters, shortcuts)
- Control Panel & Settings
- User Accounts & Permissions
- Backup and Restore basics

Module 3: Microsoft Word (Advanced)

- Document creation and formatting (styles, themes, templates)
- Working with tables, images, and shapes
- Headers, Footers, and Page Numbers
- Mail Merge for bulk letters/emails
- Track Changes and Comments (collaboration tools)
- Creating Table of Contents & Index
- Using Macros for automation basics

Module 4: Microsoft Excel (Advanced)

- Worksheet basics and navigation
- Data entry and formatting tips
- Formulas and Functions (SUM, IF, VLOOKUP, INDEX-MATCH, COUNTIF)
- Data Sorting, Filtering, and Conditional Formatting
- Creating and customizing Charts and Graphs
- Pivot Tables and Pivot Charts for data analysis
- Introduction to Macros and VBA basics

Module 5: Microsoft PowerPoint (Advanced)

- Presentation basics and slide management
- Design principles and using templates/themes
- Working with multimedia: images, audio, video, animations
- Slide Transitions and Animations customization
- Speaker Notes and Presenter View
- Exporting presentations to PDF and video
- Collaborative presentation features

Module 6: Microsoft Outlook (Email and Calendar)

- Setting up email accounts
- Composing, replying, forwarding emails
- Managing contacts and distribution lists
- Calendar scheduling and meeting invites
- Using Tasks and Notes for productivity
- Email organization: folders, rules, and search

Module 7: Introduction to Google Workspace (optional bonus)

- Google Docs, Sheets, Slides overview
- Collaboration and real-time editing
- Sharing permissions and commenting
- Cloud storage basics with Google Drive

Module 8: Practical Projects and Assessments

- Creating a professional resume in Word
- Managing a budget sheet with Excel formulas
- Designing a business presentation in PowerPoint
- Setting up and managing email communication in Outlook
- Final assessment project combining multiple tools

Course Duration & Summary

- Duration: 8 to 10 weeks
- Includes hands-on practical sessions
- Quizzes after each module
- Covers basic to advanced computer and office application skills