

Basic Computer & Office Productivity

(30-Day Course)

Course Goal: Transition from beginner to job-ready professional using Modern Office Tools and **AI**.

Teaching Method: 25% Concept Mastery + 75% Live Lab Practice.



Module 1: System Foundations & Speed

Mastering the environment and eliminating technical anxiety.

- **Hardware & Setup:** Identifying ports (USB, HDMI), connecting peripherals, and printer basics.
- **Windows Navigation:** Managing the Taskbar, Settings, and Multi-tasking (Alt+Tab).
- **File Strategy:** Organizing folders, file extensions (.docx vs .pdf), and Search techniques.
- **System Health:** Solving freezes (Ctrl+Alt+Del) and managing "The Recycle Bin."
- **Typing Clinic:** Daily 10-minute focus on touch-typing accuracy and speed.



Module 2: MS Word & AI Writing

Creating professional documents in half the time.

- **Document Architecture:** Margins, Page Breaks, Orientation, and Column layouts.
- **AI Writing Partner:** Using AI (**Gemini/ChatGPT**) to draft letters, summarize long text, and fix grammar.
- **Tables & Data:** Designing professional resumes, invoices, and schedules.
- **Visuals:** Formatting images, Shapes, and SmartArt for professional impact.
- **Standardization:** Mastering "Find & Replace" and converting any document to a secure **PDF**.



Module 3: MS Excel & Smart Data

Using math and logic to automate office work.

- **The Logic of Cells:** Cell referencing (A1, B2) and formatting (Currency, Dates, Percentages).
- **The Power Formulas:** Mastering **SUM, AVERAGE, MIN, MAX, and COUNT**.
- **AI for Excel:** Learning to ask AI to "Write a formula for me" when tasks get complex.
- **Data Cleanup:** Using Sort, Filter, and Find to manage lists of 100+ items.
- **Visual Reporting:** Creating Bar, Column, and Pie charts to present data results.



Module 4: MS PowerPoint & Presentation Skills

Sharing your ideas with visual impact.

- **Slide Strategy:** Understanding Layouts, Title vs. Content, and "The Rule of 6" (not too much text).
- **AI for Slides:** Using AI to generate slide outlines and gather facts for your presentation.
- **Design Excellence:** Using Themes, Transitions, and "Design Ideas" for a modern look.
- **Delivery:** Presenter View, Slide Show mode, and using a pointer/mouse during a talk.



Module 5: Internet, Email & Digital Safety

Working safely and professionally in the online world.

- **Advanced Search:** Using Google effectively to find files, images, and specific information.
- **Professional Email:** Mastering CC/BCC, Attachments, and Setting up an Email Signature.
- **The "Cloud" Bridge:** Using Google Drive/OneDrive and Mobile-to-PC file transfers (WhatsApp Web).
- **Cyber Security:** Identifying Phishing scams, Fake "Update" buttons, and password safety.



Final Project (Graduation Portfolio)

Students must complete three integrated tasks:

1. **Job Application:** A Resume (Word) drafted with AI assistance.
2. **Budget Tracker:** A functional Expense Sheet (Excel) with a Pie Chart.
3. **Final Pitch:** A 5-slide PPT about a "Business Idea" or "Self-Introduction."



Student FAQ

- **"What if I break something?"** We teach you **Ctrl + Z (Undo)**—the most important tool in the course.
- **"Is AI hard to learn?"** No. We teach you "Prompting"—which is just talking to the computer like a friend.
- **"Do I get a certificate?"** Yes, upon submission of your Final Project.



Success Criteria

1. **Independence:** Navigating the PC and Internet without asking for help.
2. **Efficiency:** Using 10+ keyboard shortcuts to work 2x faster.
3. **Safety:** Demonstrating how to spot a suspicious link or attachment.