



# DISCUSS COACHING

NO-1 INSTITUTE IN INDIA

COMPUTER COURSE | ENGLISH SPEAKING COURSE

81-8400-8500 | 9999-1234-70

Computer Basic Course

Duration 3 Months

## **Module 1: Computer Fundamentals**

- Computer kya hai (Introduction)
- Types of computers
- Hardware vs Software
- Input / Output devices
- CPU, RAM, Hard Disk basics
- Basic troubleshooting

## **Module 3: Notepad & WordPad**

- Simple typing practice
- Save / Open / Edit files
- Formatting basics

## **Module 4: MS Paint**

- Drawing tools
- Shapes & colors
- Image editing basics
- Save & export images

## **Module 5: MS Word (Basic to Advance)**

- Document creation & formatting
- Font, paragraph, alignment
- Tables & images insert karna
- Page setup & printing
- Header / Footer
- Resume & letter writing
- Mail merge (basic)



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## **Module 6: MS Excel**

- Excel interface
- Data entry & formatting
- Basic formulas (Sum, Average, Min, Max)
- Charts & graphs
- Sorting & filtering
- Simple data analysis

## **Module 8: Typing Practice**

- English typing (basic to speed improvement)
- Keyboard keys knowledge
- Typing software practice
- Accuracy & speed test
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## **Typing Course (Short Syllabus)**

- Keyboard basic & finger placement
- Home row, upper & lower keys practice
- Word & sentence typing
- Paragraph typing practice
- Speed & accuracy improvement
- WPM (typing speed) training
- Numbers & symbols typing
- Touch typing (without seeing keyboard)
- Typing software / online practice
- Final speed test & certifica

## **Extra Skills**

- Basic English computer terms
- Interview preparation
- Practical assignments
- Live project work
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## **Module 2: Windows (10 / 11)**

**Advance**



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- Windows interface (Desktop, Taskbar, Icons)
- File & Folder management
- Control Panel / Settings
- Install & uninstall software
- Shortcut keys
- Basic system settings

## 🧠 Module 7: PowerPoint

(Advance)

- Slide creation
- Design & themes
- Animations & transitions
- Presentation banana
- Slide show setup

## 🌐 Module 9: Internet

Advance

- Internet kya hai
- Browser use (Chrome, Edge)
- Search karna (Google)
- Email ID banana & use karna
- Online forms fill karna
- Cyber safety basics



- ❖ **Note :** get all class assignment
- ❖ Certificate verification
- ❖ Special tricks class

Advance software  
free Lieve English speaking course