NATIONAL POLICE ACADEMY

Training Program on Basic Computer   Course Content

No	Subject
1	History of Computer
2	Introduction to Computer
3	**MS Word** Introduction to MS Word How to Open MS Word Introducing Word Environment
4	**MS Word** Home Explain Home Ribbon Font Formatting PracticParagraph Formatting
5	**MS Word** Create Style Save the Document Explain Find & Replace How to Set Up the Word Document
6	**MS Word** Using Bullets & Numbering Explain Insert Ribbon Insert Picture Insert Shapes
7	**MS Word** Insert Chart & and Organization Chart Create A Table & Other Option Create Word Art Create Headers & Page Numbering Using Text Boxes
8	**MS Word** How to Using Page Borders & Paragraph Borders Apply Watermark How to Paragraph Drive to Columns
9	**MS Word** Check the Spelling & Grammar Mistakes Supper Script & Subscript Introducing Mail Merge How to Create New Address List Using Existing Address List

10	**MS Word** Create Mail Merge How to Document Print & Method Discussion & Participation in the Exam Question
11	Typing Skill Development
12	**MS Powerpoint** How to Open the Powerpoint How to Open Blank Presentation Create New Slides
13	**MS Powerpoint** Working Slide Layout How to Save the Presentation Apply Slide Design Custom Background Color Changing Method How to Create Table & Charts
14	**MS Powerpoint** Insert Pictures & Shapes Explain the Font Handling How to Display Powerpoint Show Introduction to Animations
15	**MS Powerpoint** Apply Entrance Animation for the Contain Apply Emphasis Animation for he Contain Apply Exit Animation for the Contain How to Use Path Animations for the Contains How to Working & Adjust Animation Timing & Other Method, How to Apply Animation Schemes for the Slide
16	**MS Powerpoint** Insert Audio & Video Clip Using Hyperlinks How to Working Action Button
17	**MS Powerpoint** How to Working Master Slides How to Presentation Create Video Discussion Questions & Practices
18	Introduction for MS Excel Formatting Of Excel
19	**MS Excel** IF Conditions In Built Functions
20	**MS Excel** Filter & Sort Charts Conditional Formatting
21	**MS Excel** Working With Online Sheets & Printing Create A Basic Database Using Access
22	Introduction to VPN, PMIS
23	Revision (Word, Powerpoint)
24	Internet & Email