



LOGIX College

IT Office & Computer Application

Duration: 3 Month
Week Plan

Prepare by

RESEARCH & DEVELOPMENT
DEPARTMENT (R&D)



Topics To Be Covered

Module-I

Week 1

Introduction to Computer, Windows

1.	<ul style="list-style-type: none">○ Brief Introduction of College○ Brief Introduction of Course	
2.	<ul style="list-style-type: none">○ Define Computer○ History of Computer	<ul style="list-style-type: none">○ Hardware and Software
3.	<ul style="list-style-type: none">○ Input Devices○ Output Devices	
4.	<ul style="list-style-type: none">○ Application Software	<ul style="list-style-type: none">○ Systems Software
5.	<ul style="list-style-type: none">○ The Windows 7 Desktop○ Task Bar Settings	<ul style="list-style-type: none">○ Desktop Icons○ Recycle bin

Assessment # 1

Week 2

Computer Maintenance & Boost Up

6.	<ul style="list-style-type: none">○ Themes○ Desktop○ Setting○ Appearance	<ul style="list-style-type: none">○ Screen Saver○ Temp file Cleaning○ Prefetch File Cleaning○ USP Disk Cleaner
7.	<ul style="list-style-type: none">○ How to Create new folder○ Moving Folders on your Hard Drive○ Folder Options	
8.	<ul style="list-style-type: none">○ System Properties○ General Tab○ Explain Hard Drive	<ul style="list-style-type: none">○ Control Panel (Sound, Keyboard, Fonts, User Accounts, Data & Time)
9.	<ul style="list-style-type: none">○ Search Files with Window 7○ Zip/Unzip files with WinZip○ Transferring CD to a Hard Drive	

Microsoft Word 2016

10.	<ul style="list-style-type: none"> ○ Tab Definition ○ Clipboard ○ Cut ○ Copy ○ Format Painter ○ Past/Special Past 	<ul style="list-style-type: none"> ○ Groups & Dialog ○ Save/Save as ○ Creating Document ○ Undo /Repeat ○ Writing in MS Word
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Week 3
Writing Concept

11.	<ul style="list-style-type: none"> ○ Font Type & Size ○ Bold, Italic, underline ○ Aligning Text ○ Subscript ○ Superscript 	<ul style="list-style-type: none"> ○ Paragraphs ○ Line arrangement ○ Bullets & Numbers ○ Auto Fill ○ Change Case
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12.	<ul style="list-style-type: none"> ○ Editing Tab ○ Writing Style ○ Boarder Line ○ Font Color paragraphs 	<ul style="list-style-type: none"> ○ Line Spacing ○ Highlighting ○ Color Filing
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13.	<ul style="list-style-type: none"> ○ Indenting Paragraphs ○ Sort 	<ul style="list-style-type: none"> ○ Find & Replace
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14.	<ul style="list-style-type: none"> ○ Inserting Picture ○ Clip Art 	<ul style="list-style-type: none"> ○ Shapes ○ Smart Art ○ Chart
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15.	<ul style="list-style-type: none"> ○ Word Art ○ Drop Cap 	<ul style="list-style-type: none"> ○ Header & Footer ○ Page Number ○ Tax Box
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Week 4
Data Inserting & Illustrations

16.	<ul style="list-style-type: none"> ○ Working with Symbols ○ Working with Tables ○ Draw Table Option 	<ul style="list-style-type: none"> ○ Adding & Removing Columns and Row
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17.	<ul style="list-style-type: none"> ○ Working Hyperlinks (Links Two pages) ○ Book Mark 	<ul style="list-style-type: none"> ○ Table of Contents (References)
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		○ Cross Reference
18.	○ Page Orientation ○ Page Margins ○ Page Size ○ Print Preview	○ Columns ○ Print Page Setting ○ Multiple Page printing
19.	○ Water Mark ○ Page Border	○ Page Themes
20.	○ Mail Merge ○ Write & Insert Fields	○ Reviews Result

Assessment # 2

Week 5 Grammar/Dictionary & Mailing Concept

21.	○ Spelling ○ Grammar ○ Add Dictionary	○ Thesaurus ○ Word Count
22.	○ Document Views ○ Zoom In /Out	○ Smart Lookup ○ Bibliography
23.	○ Insert Endnotes ○ Review ○ Translate ○ Next Footnotes	○ Bibliography ○ Show Comments ○ Protect
24.	○ Important Questions from Students ○ Review Important Options ○ Quiz	

MS Excel 2016

25.	○ What is Cell ○ Active Cell ○ Entering No & Text ○ Alignment ○ Worksheets	○ Switching ○ Home tab ○ Font Panel ○ Save / Save As ○ Workbooks
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Week 6 Basic Concept of Cell

26.	<ul style="list-style-type: none"> ○ Cell Width ○ Cell Height ○ Mark Sheets ○ Formatting 	<ul style="list-style-type: none"> ○ Adding Columns ○ Adding Rows ○ Removing ○ All Colum's & Rows
27.	<ul style="list-style-type: none"> ○ Formulas ○ Sum/Auto Sum ○ Subtraction ○ Max Min 	<ul style="list-style-type: none"> ○ Average ○ Table Formatting ○ Apply on Marks Sheets
28.	<ul style="list-style-type: none"> ○ IF & If Not ○ Apply IF on Marks Sheet for Grading & Remarks 	<ul style="list-style-type: none"> ○ Attendance Sheet ○ Expense Sheet ○ Computer Accessories ○ IF & Than

Assessment # 3

29.	<ul style="list-style-type: none"> ○ Wrap Text ○ Merge & Center ○ Margin Effect 	<ul style="list-style-type: none"> ○ Apply on Mark Sheet ○ Date & Fill ○ Print Area
30.	<ul style="list-style-type: none"> ○ Sort ○ Ascending Order ○ Descending Order ○ Filter 	<ul style="list-style-type: none"> ○ Lookup ○ Date & Time ○ Insert Functions ○ Math & Trig

**Week 7
MID TERM**

31.	<ul style="list-style-type: none"> ○ Conditional Formatting ○ Applying on Marks Sheet ○ Custom View ○ Page Break View ○ Protecting Sheet ○ Unprotecting 	
32.	<ul style="list-style-type: none"> ○ Inserting ○ Chart types ○ Column Charts ○ Pie Charts 	<ul style="list-style-type: none"> ○ Bar & Line Charts ○ Modifying ○ Layouts ○ And Changing

33.	<ul style="list-style-type: none"> ○ Freeze Unfreeze ○ Zooming ○ Printing Options 	<ul style="list-style-type: none"> ○ Slicing ○ Pivot Chart
34.	<ul style="list-style-type: none"> ○ Important Questions from Students ○ Review Important Options ○ Quiz 	
Module-II (MS Power Point 2016)		
35.	<ul style="list-style-type: none"> ○ What is Slide ○ How to Create New Slide ○ Layout of a Slide ○ Making Your First Slide ○ Saving the Slide 	
Week 8 Clipboard/ Slid & Design		
36.	<ul style="list-style-type: none"> ○ Slides ○ Adding Pictures ○ Adding Clip Arts ○ Adding Word Art 	<ul style="list-style-type: none"> ○ Text Box Working ○ Make a Presentation on Education (Topic) ○ Action (Insert)
37.	<ul style="list-style-type: none"> ○ Data & Time in Slides ○ Slide Numbers ○ Working with Objects 	<ul style="list-style-type: none"> ○ Adding Videos ○ Adding Sounds
38.	<ul style="list-style-type: none"> ○ Applying Design ○ Different Slides ○ Background Styles ○ Playing with Colors 	<ul style="list-style-type: none"> ○ Fonts ○ Paragraph ○ Alignment ○ Convert to SmartArt
39.	<ul style="list-style-type: none"> ○ Transitions ○ Sounds ○ Duration of Slide 	<ul style="list-style-type: none"> ○ Advance Slide ○ Add Ins ○ Illustration
40.	<ul style="list-style-type: none"> ○ Animation Panel ○ Advance Animation ○ Setting Animation Timings 	
Assessment # 4		

Week 9

Slide Show & Custom View

41.	<ul style="list-style-type: none">○ Slide Show○ Sorter○ Draw Shapes○ Handouts Master	<ul style="list-style-type: none">○ Notes Pages○ Custom Slid Show○ Reading View
42.	<ul style="list-style-type: none">○ How to Import Excel Chart in Power Point○ Inset Blank work in Power Point○ Use Hyper-Link to Display webpage	
43.	<ul style="list-style-type: none">○ Important Questions from Students○ Review Important Options○ Quiz	

In-Page 2009

44.	<ul style="list-style-type: none">○ Introduction and Basic Information○ Creating New Page○ Setting the Page Layout○ Document Preferences○ Keyboard Preferences○ Basics of Urdu Typing	
45.	<ul style="list-style-type: none">○ Aligning and Formatting the Text○ Adding Colors in Options○ Text box and Title Text box○ Creating new Colors for Text and Borders	

Assessment # 5

Week 10

Page Formatting/Designing

46.	<ul style="list-style-type: none">○ Page Formatting○ Page Borders○ Columns Settings	<ul style="list-style-type: none">○ Creating Ads○ Title Box /Text Box
47.	<ul style="list-style-type: none">○ Making Table○ English Writing○ Make Question Paper in English & Urdu	

48.	<ul style="list-style-type: none"> ○ Picture Box (Used to insert pictures in Document) 	<ul style="list-style-type: none"> ○ Drawing Tools in In page
49.	<ul style="list-style-type: none"> ○ Important Questions from Students ○ Review Important Options 	
Internet & Its Uses		
50.	<ul style="list-style-type: none"> ○ Introduction Internet ○ Website ○ Browsers ○ Hardware need to run the Internet ○ How to Explore Information on Internet ○ What is Search Engine (Google) 	
Assessment # 6		
Week 11		
Email/Outlook		
51.	<ul style="list-style-type: none"> ○ What is Email ○ Create an Email Address ○ Gmail, Yahoo, Outlook 	
52.	<ul style="list-style-type: none"> ○ Compose Email ○ How to Send Email ○ Multiple Person ○ Inbox, Draft 	<ul style="list-style-type: none"> ○ Attachment ○ Forwarded ○ Reply ○ Tag Email
53.	<ul style="list-style-type: none"> ○ How to Download Books from Internet ○ How to Download any Audio from Internet ○ Searching and Saving Images from Internet 	
54.	<ul style="list-style-type: none"> ○ What is Facebook ○ Creating Account ○ Google Chrome 	<ul style="list-style-type: none"> ○ Sending Request ○ Privacy Setting
55.	<ul style="list-style-type: none"> ○ Introduction Digital Marketing ○ Social Media Apps ○ Skype/Zoom 	<ul style="list-style-type: none"> ○ Any Desk ○ Team Viewer ○ Canva Intro

Week 12
(Mobile Data Transfer)

56.

- Data Transferring from Mobile to Computer
- Data Transferring from Computer to Mobile

Assessment # 7

Windows 7 Introduction

57.

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| <ul style="list-style-type: none"> ○ Window Introduction ○ Complete Tutorial ○ Precautions | <ul style="list-style-type: none"> ○ Instructions ○ Important Keys ○ Icon Arrangements |
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Window Installation

58.

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| <ul style="list-style-type: none"> ○ Complete Installation ○ Window Hazards ○ Partition Management | <ul style="list-style-type: none"> ○ Bootable USB step by step ○ Hard Disk Protection ○ Encryption |
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Window Tutorial

59.

- Drivers Installation of Windows 7
- Audio / VGA Physical Appearance
- Printers/Antivirus

Assessment # 8

Final Project & Final Term Paper

- Create a manual software to search detail of class students by making database on another sheet.
- Design Multiple Pages by using hyperlinks to describe about field of Information technology or different topics etc.
- As per teacher assigned

Dear Students,

May you have a wonderful future filled with blessings and success. I wish you all the good luck in the field of Life.

Always choose to be positive and optimistic over being negative and pessimistic.