Basic Computer Course Outline: MS Word, Excel, PowerPoint

Microsoft Word Basics (Lectures 1-10)

- Lecture 1: Introduction to Word Interface & Document Creation
- Lecture 2: Text Formatting, Paragraph Formatting
- Lecture 3: Working with Lists – Bullets and Numbering
- Lecture 4: Page Setup, Margins, Headers & Footers
- Lecture 5: Inserting Pictures, Shapes, Tables
- Lecture 6: Styles, Themes, Templates
- Lecture 7: Spell Check, Thesaurus, Find & Replace
- Lecture 8: Working with Sections, Columns, Breaks
- Lecture 9: Mail Merge Basics
- Lecture 10: Saving, Printing, and Exporting Documents

Microsoft Excel Basics (Lectures 11-20)

- Lecture 11: Excel Interface, Workbook, Worksheet Basics
- Lecture 12: Data Entry, Cell Referencing, Formatting
- Lecture 13: Basic Formulas and Functions (SUM, AVERAGE, COUNT)
- Lecture 14: Working with Charts
- Lecture 15: Data Sorting and Filtering
- Lecture 16: Conditional Formatting
- Lecture 17: Introduction to Pivot Tables
- Lecture 18: Worksheet Management (Insert, Delete, Rename)
- Lecture 19: Printing and Page Layout Settings
- Lecture 20: Saving and Sharing Worksheets

Microsoft PowerPoint Basics (Lectures 21-25/30)

- Lecture 21: Introduction to PowerPoint Interface
- Lecture 22: Creating and Saving Presentations
- Lecture 23: Adding Slides, Text, and Images
- Lecture 24: Applying Themes, Transitions, and Animations
- Lecture 25: Slide Show Setup, Presentation Tips