All About Computers

Week and Session	Hours	Chapter	The Main Topic	Sub-Topic	Description
Week 1 Session (1)	HOUR 1	All About Computers	Introduction and General Concepts about Computers	Need of Computers	- What is a Computer? - Benefits of a Computer.

				Types of Computer Systems	- Super Computers.
					- Mainframe Computers.
					- Microcomputers.
					  - Personal Computers.
					  - Laptop- Computers.
					  - Personal Digital Assistant *(PDA and Smart Phones)* .

				Ffields of Computer uses	- Use of computers in education. - Use of computers in government services. - Use of computers in aviation services and air navigation. - Use of computers in banking services. - Use of computers in medical services. - Use of computers in e-commerce.
				Number System	- Decimal Number System, Binary Number System, Octal Number System Hexadecimal Number System.
	HOUR 2	All About Computers	Computer Components *(The Hardware)*	The definition of hardware	- Whats is Hardware?
				Input Device	- What is Input? What are Input devices? Examples of Input devices: *Keyboard, Mouse, Joystick, Scanner, Audio-Input Devices: Microphone,* ....
				Output Device	- What are Output devices? Examples of Output devices: *Monitor, Printer, Audio-Output Devices* , ...
				Central Processing Unit *(CPU)*	- What is a Processor/ Microprocessor? -Control Unit *(CU)* & Arithmetic-Logic Unit *(ALU)*.
				Main Memory	- Random Access Memory *(RAM)* - Read Only Memory (ROM). - Comparison between RAM and ROM.
				Storage Devices	- Whats are Storage Devices? -Types of Storage Devices (*Hard Disk Drive, floppy Disk, CD-ROM, CD-R, CD- RW, DVD, Zip Disks, Backup Tapes*).
				Units of measurement used in the Computer	- What is bit. *Byte. K.Byte. M.Byte. G.byte. T.Byte ?* - Comparison between The Units of measurement.

Week and Day Number	Hours and Sessions	Chapter	The Main Topic	Sub-Topic	Description
Week 1 Session (2)	HOUR 1	All About Computers	Computer Components *(The Software)*	The definition of Software	- What is Software?
				Operating System (System Software)	- What is Operating System? - Operating system functions. - Interfaces Of Operating Systems. (*Command Line* and *GUI*) - Examples of Operating Systems.
				Application Software	- Types of Application Softwares. (*General Use and Specific Use*).
				Programming Languages	- What is a Programming Language? - Examples of Programming Languages. - The Life Cycle of creating a program.(*Analyzing, Designing, Coding and Testing*).
	HOUR 2	All About Computers	Introduction to Networks	Introduction to Networks	- What is a Network? - What are the benefits of Networks?
				Classifications of Networks	- Types of Networks According to Network's Transport Media. (*Wireless and Wired Networks*). - Types of Networks According to the geographical area (*LAN, MAN and WAN*). - Types of Networks Accoding to the network management system. (*Peer To Peer, Client-Server*).
				Types of Servers	- The Mail Server, The Application Server, The Printer Server, ...

Week and Day Number	Hours and Sessions	Chapter	The Main Topic	Sub-Topic	Description
Week 1 Session (3)	HOUR 1	All About Computers	Introduction to Information security	The Password	- What are the Benefits of the Password? - Tips for creating passwords. - Tips for the use of passwords.
	HOUR 2	All About Computers	Introduction to Information security	The Malicious Software	- The Viruses. - The Worms. - The Spyware. - The Hoax. - The Phishing Scam. - The Trojan Horses. - Ways Incidence of Malicious programs. - How to Protect Your Computer from Malicious Programs.
			The Backup and the Copy Rights	The Backup	- What is Backing up? - Where can I Backup my Files?
				The Copy Right	- What are Copy Rights?

Week and Day Number	Hours and Sessions	Chapter	The Main Topic	Sub-Topic	Description
Week 2 Session (4)	HOUR 1	Windows 7	Getting Started	Introduction to Windows7	- Features of Windows7. - Logging On to Windows7.
				Exploring the Desktop	- Windows Desktop, Icon, Tool Tip, Icons Provided By Windows, Taskbar, Start button, Recycle Bin.
			Personalizing Windows7	Changing the Desktop Background	- Desktop Background. - Opening Desktop Background window (Personalization Window). - Applying Desktop background. - Picture Position and Color Selection. - Desktop Slideshow. - Setting Picture as Background.
				Applying a Screen Saver	- Screen Saver. - Applying a Screen saver. - Previewing Screen Saver.
				Changing the Display Settings	- Screen Resolution. - Changing Display Settings.
				Applying Themes	- Themes. - Different Types of Themes. - Applying Themes.
	HOUR 2	Windows 7	Self Learning and Practicing	Using Era System	- Self Learning on the previous Topics. - Practicing on the previous Topics. - Quiz and Take a challenge.

Week and Day Number	Hours and Sessions	Chapter	The Main Topic	Sub-Topic	Description
Week 2 Session (5)	HOUR 1	Windows 7	Personalizing Windows7	Working on the Desktop	- Views of the Desktop Icons. - Arranging Icons. - Showing and Hiding the Desktop Icons.
				Creating and Deleting Shortcuts	- Creating Shortcuts. - Deleting shortcuts.
				Using the Taskbar	- Show Desktop. - Quick Launch Icons. - Notification Area. - Jump-Lists.
				Taskbar Settings	- Taskbar Properties. - Adding Toolbar to Taskbar. - Customizing Taskbar.
				Start Button	- The Contents of the Start Menu. - Search Box. - Run Command. - All Programs. - Shut-Down Button.
				The Recycle Bin	- Open the Recycle Bin. - Sending Files to Recycle Bin. - Restoring files from Recycle Bin. - Emptying the Recycle Bin.
	HOUR 2	Windows 7	Self Learning and Practicing	Using Era System	- Self Learning on the previous Topics. - Practicing on the previous Topics. - Quiz and Take a challenge.

Week and Day Number	Hours and Sessions	Chapter	The Main Topic	Sub-Topic	Description
Week 2 Session (6)	HOUR 1	Windows 7	Working With Windows	Parts of a Window	- Parts of Window. - Active Window. - Menu Bar. - Title Bar. - Maximize/Minimize/Close buttons. - The Restore Button. - Scroll Bars. - Window Borders. - Work Space. - Toolbar.
				Resizing & Moving Windows	- Resizing and Moving a Window. - Maximize a window using snap. - Expand a window vertically using snap.
				Working with Multiple Windows	- Arranging windows automatically. - Cascade Windows. - Show Windows Stacked. - Show windows side by side. - Switching between windows using ALT+TAB. - Windows Flip 3D. - Switching between windows using Flip 3-D.
			Windows Explorer	Files, Folders and Libraries	- File - Folders - Libraries
				Explorer Views	- Explorer Views. - Navigation Pane. - Creating Folders and Libraries.
				Working with Files and Folders	- Selecting Multiple Files. - Copying File or Folder. - Moving File or Folder. - Copy or Move a File or Folder Using Drag and Drop. - Renaming Files and Folders. - Hidden files. - Read-Only - Setting a folder to read-only. - Creating Files using Notepad Application.
	HOUR 2	Windows 7	Self Learning and Practicing	Using Era System	- Self Learning on the previous Topics. - Practicing on the previous Topics. - Quiz and Take a challenge.

Week and Day Number	Hours and Sessions	Chapter	The Main Topic	Sub-Topic	Description
Week 3 Session (7)	HOUR 1	Windows 7	Customization	Control Panel	- Opening Control Panel. - Category View.
				Date & Time Settings	- Changing System Date and Time. - Calendar settings.
				Gadgets	- Available Gadgets. - Adding Gadgets. - View or Hide Gadgets.
				Changing Mouse Settings	- Mouse Pointer. - Changing Mouse Pointer. - Settings. - Customization.
				Region and language	- Installing and removing Languages. - Changing Windows Interface.
				System	- Specifications of the Computer and the Operating System.
	HOUR 2	Windows 7	Self Learning and Practicing	Using Era System	- Self Learning on the previous Topics. - Practicing on the previous Topics. - Quiz and Take a challenge.

Word Processing (*Microsoft Word 2010*)

Week and Day Number	Hours and Sessions	Chapter	The Main Topic	Sub-Topic	Description
Week-3 Session (8)	HOUR 1	Word Processing	Getting Started	Overview of Word Processing	- What is Word Processing? - Starting Word 2010.
				User Interface	- Explanation of User Interface - Quick access toolbar. - What is a Ribbon? - Contextual Tabs. - Dialog Box Launcher. - Work Area. - Insertion point. - Scroll Bars. - Status Bar. - View Buttons. - Zoom Buttons. - Adding Commands to Quick access toolbar. - Removing Commands from Quick access toolbar. - Minimize Ribbon. - Using Help and tooltip. - Using Access keys.
				Creating a Simple Document	- Creating a New Document. - Entering Text, Use of Enter & Tab key. - Selecting Text. - Using delete & backspace key - Use of Undo & Redo option.
	HOUR 2	Word Processing	Self Learning and Practicing	Using Era System	- Self Learning on the previous Topics. - Practicing on the previous Topics. - Quiz and Take a challenge.

Week and Day Number	Hours and Sessions	Chapter	The Main Topic	Sub-Topic	Description
Week-3 Session (9)	HOUR 1	Word Processing	Getting Started	Navigating through a Document	- Navigation in the document using: *Mouse, Scroll bars, keyboard shortcuts* . - Using Navigation pane to search specific text to browse the pages in your document. - Using Go To option.
				The File Tab	- Saving a Document. - Use of Save As option. - Closing a Document. - Opening a Document. - Opening a Recent Document. - Pinning a Recent Document. - Printing a document. - Print Setting. - Using Quick print tool.
			The Home Tab	Introduction	- The Home Tab.
				The Clipboard Group	- Copy. - Cut. - Clipboard Task Pane. - Paste. - Paste Options. - Format Painter. - Using Drag and Drop.
	HOUR 2	Word Processing	Self Learning and Practicing	Using Era System	- Self Learning on the previous Topics. - Practicing on the previous Topics. - Quiz and Take a challenge.

Week and Day Number	Hours and Sessions	Chapter	The Main Topic	Sub-Topic	Description
Week-4 Session (10)	HOUR 1	Word Processing	The Home Tab	The Font Group	- Font. - Font Size. - Grow Font and Shrink Font. - Font Color. - Bold. - Italic. - Underline. - Change Case. - Text Highlight Color. - Text Effects. - Clear Formatting. - Strikethrough. - Subscript and Superscript. - The Font Dialog Box.
				The Paragraph Group	- Alignment. - Indentation. - Using the Ruler for Indentation. - Line Spacing. - Bullets. - Numbering. - Borders. - Shading. - The Paragraph Dialog Box.
	HOUR 2	Word Processing	Self Learning and Practicing	Using Era System	- Self Learning on the previous Topics. - Practicing on the previous Topics. - Quiz and Take a challenge.

Week and Day Number	Hours and Sessions	Chapter	The Main Topic	Sub-Topic	Description
Week-4 Session (11)	HOUR 1	Word Processing	The Home Tab	The Styles Group	- Applying Heading styles to text.
				The Editing Group	- Find. - Replace. - Replace All. - Selecting Text and objects.
			The Insert Tab	Introduction	- The Insert Tab.
				The Pages Group	- Cover Page. - Blank Page. - Page Break.
				The Tables Group	- Inserting a Table. - Explain contextual tabs Design & Layout. - Entering Table Data. - Sizing and Moving a Table. - Use contextual Layout tab to insert additional rows or columns. - Merging Cells. - Splitting Cells. - Use contextual Design tab to apply table styles from the gallery. - Shading and Borders - Converting Text to a Table. - Converting a Table to Text. - Deleting a Table.
	HOUR 2	Word Processing	Self Learning and Practicing	Using Era System	- Self Learning on the previous Topics. - Practicing on the previous Topics. - Quiz and Take a challenge.

Week and Day Number	Hours and Sessions	Chapter	The Main Topic	Sub-Topic	Description
Week-4 Session (12)	HOUR 1	Word Processing	The Insert Tab	The Illustrations Group	- Inserting a Picture. - The contextual tab Format. - Applying Artistic Effects. - Cropping a Picture. - Text wrapping options. - Changing Picture position. - Inserting Clip Art. - Inserting Shapes. - Rotating, Re-sizing & adjusting shapes. - Inserting a Smart Art, Inserting Chart.
	HOUR 2	Word Processing	Self Learning and Practicing	Using Era System	- Self Learning on the previous Topics. - Practicing on the previous Topics. - Quiz and Take a challenge.

Week and Day Number	Hours and Sessions	Chapter	The Main Topic	Sub-Topic	Description
Week-5 Session (13)	HOUR 1	Word Processing	The Insert Tab	The Links Group	- Inserting Hyperlink. - Removing Hyperlink. - Inserting Bookmark. - Deleting a Bookmark.
				The Header & Footer Group	- Adding Header or Footer to a document. - Close Header & Footer option. - Inserting page number.
	HOUR 2	Word Processing	Self Learning and Practicing	Using Era System	- Self Learning on the previous Topics. - Practicing on the previous Topics. - Quiz and Take a challenge.

Week and Day Number	Hours and Sessions	Chapter	The Main Topic	Sub-Topic	Description
Week-5 Session (14)	HOUR 1	Word Processing	The Insert Tab	The Text and Symbols Groups	- Inserting Text box. - Using WordArt. - Applying Drop Cap effect. - Insert Date & Time and use of update automatically option. - Inserting Symbols.
			The Page Layout Tab	Introduction	- The Page Layout Tab.
				The Page Setup Group	- Margins. - Orientation. - Size. - Columns. - Line Numbers. - Hyphenation.
				The Page Background Group	- Adding Watermark. - Removing Watermark. - Applying page color. - Page Borders.
	HOUR 2	Word Processing	Self Learning and Practicing	Using Era System	- Self Learning on the previous Topics. - Practicing on the previous Topics. - Quiz and Take a challenge.

Week and Day Number	Hours and Sessions	Chapter	The Main Topic	Sub-Topic	Description
Week-5 Session (15)	HOUR 1	Word Processing	The References Tab	Introduction	- The References Tab.
				Table of Contents Group	- Inserting Table of Contents. - Update Table of Contents. - Deleting Table of Contents.
				The Footnotes Group	- Inserting Footnotes. - Deleting Footnotes.
			The Review Tab	Introduction	The Review Tab
				The Proofing Group	Spelling and Grammar check.
				The Comments Group	- Inserting comments. - Deleting comments. - Viewing Next and Previous Comments
	HOUR 2	Word Processing	Self Learning and Practicing	Using Era System	- Self Learning on the previous Topics. - Practicing on the previous Topics. - Quiz and Take a challenge.

Week and Day Number	Hours and Sessions	Chapter	The Main Topic	Sub-Topic	Description
Week-6 Session (16)	HOUR 1	Word Processing	The View Tab	Introduction	The View Tab
				The Document Views Group	- Print Layout. - Full Screen Reading. - Web Layout. - Outline. - Draft.
				The Show Group	- Show/Hide Ruler. - Gridlines.
			Other Features	Using the PDF Format	- Saving document as pdf.
				Creating Template	- Saving document as template.
	HOUR 2	Word Processing	Self Learning and Practicing	Using Era System	- Self Learning on the previous Topics. - Practicing on the previous Topics. - Quiz and Take a challenge.

Week and Day Number	Hours and Sessions	Chapter	The Main Topic	Sub-Topic	Description
Week-6 Session (17)	HOUR 1				All About Computers, Windows7, Microsoft Word 2010, Examination Practice Session
	HOUR 2				All About Computers, Windows7, Microsoft Word 2010, Examination Practice Session

Week and Day Number	Hours and Sessions	Chapter	The Main Topic	Sub-Topic	Description
Week 6 Session (18)	HOUR 1&2				***Examination 1*** *All About Computers* , *Windows7* , *Microsoft Word 2010*

Presentation Graphics (*Microsoft PowerPoint 2010*)

Week and Day Number	Hours and Sessions	Chapter	The Main Topic	Sub-Topic	Description
Week 7 Session (19)	HOUR 1	Presentation Graphics	Getting Started	Introduction	- Starting PowerPoint 2010.
				The User Interface	- Using Help. - What is a Slide Pane? - Placeholder. - Slides Tab. - Outline tab. - Notes Pane. - Resizing Panes. - Use of Status Bar. - View Buttons. - Zoom Buttons..
				Creating a Simple Presentation	- Creating a New Presentation. - Using Templates. - Entering Text. - Editing Text.
				Working With a Presentation	- Resizing & Moving Placeholders. - Selecting Slides - Use of Ctrl & Shift key. - Moving Slides using drag & drop feature. - Using Slides Tab - Right click option to Insert a new slide. - Duplicate a slide. - Delete a slide.
				The File Tab	- Introduction - Saving a Presentation. - Difference between Save & Save As option. - Open a Presentation. - Close a Presentation. - Open a Recent Presentation. - Print a presentation. - Specifying Print Settings.
	HOUR 2	Presentation Graphics	Self Learning and Practicing	Using Era System	- Self Learning on the previous Topics. - Practicing on the previous Topics. - Quiz and Take a challenge.

Week and Day Number	Hours and Sessions	Chapter	The Main Topic	Sub-Topic	Description
Week 7 Session (20)	HOUR 1	Presentation Graphics	The Home tab	Introduction	- The Home tab.
				The Clipboard Group	- Cut. - Copy. - Paste. - Paste Options. - Format Painter.
				The Slides Group	- Insert New Slide. - Change Slide Layout. - Reset Slide.
				The Font Group	- Change Font. - Font Size. - Use of Increase Font Size and Decrease Font Size options. - Change Font Color. - Apply Bold, Italic, Underline, Shadow, Strikethrough effects to selected text. - Modify Character Spacing. - Change font Case. - Using Clear All Formatting option. - The Font Dialog Box.
				The Paragraph Group	- Applying Bullets to list. - Using Picture Bullets. - Using Numbered list. - Indentation. - Line Spacing. - Align Text Left, Center, Right, Justify; Align Text Top, Middle, Bottom. - Split text into two or more columns. - Change Text Direction.
				The Drawing Group	- Inserting Shapes. - Adjusting shape Size. - Using Quick Styles tool. - Use of options like Arrange, Shape Fill, Shape Outline, Shape Effects
				The Editing Group	- Using Find & Replace. - Selecting multiple object. - Using selection pane.
	HOUR 2	Presentation Graphics	Self Learning and Practicing	Using Era System	- Self Learning on the previous Topics. - Practicing on the previous Topics. - Quiz and Take a challenge.

Week and Day Number	Hours and Sessions	Chapter	The Main Topic	Sub-Topic	Description
Week 7 Session (21)	HOUR 1	Presentation Graphics	The Insert Tab	Introduction	- The Insert Tab.
				The Tables Group	- Inserting a Table. - Entering Table Data. - Sizing and Moving a Table. - Merging Cells. - Applying Table Styles.
				The Images Group	- Inserting Pictures. - Resizing & Moving pictures using mouse. - Applying Picture Styles, Picture Border & Picture Effects.. - Inserting Clip Art. - Use of Screenshot & Screen Clipping options.
				The Illustrations Group	- Inserting Smart Art. - Adding shape. - Changing color. - Styles & Resizing smart art. - Using Text Pane to edit text of Smart Art. - Inserting Chart. - Applying Chart Styles & Show data labels.
				The Links Group	- Inserting Hyperlink within the presentation. - Using action button.
	HOUR 2	Presentation Graphics	Self Learning and Practicing	Using Era System	- Self Learning on the previous Topics. - Practicing on the previous Topics. - Quiz and Take a challenge.

Week and Day Number	Hours and Sessions	Chapter	The Main Topic	Sub-Topic	Description
Week 8 Session (22)	HOUR 1	Presentation Graphics	The Insert Tab	The Text and Symbols Group	- Inserting Text box. - Applying Shape styles to text box. - Inserting Footer. - Inserting WordArt. - Inserting Date & Time into footer. - Adding Slide number to footer. - Inserting Symbols.
				The Media Group	- Inserting a Video. - Trimming a Video. - Inserting Audio.
			The Design Tab	Introduction	- The Design Tab.
				Design Tab Commands	- Use of Page Setup options. - Changing Slide orientation. - Using Themes Gallery. - Use of Background Styles option. - Inserting picture as slide background.
	HOUR 2	Presentation Graphics	Self Learning and Practicing	Using Era System	- Self Learning on the previous Topics. - Practicing on the previous Topics. - Quiz and Take a challenge.

Week and Day Number	Hours and Sessions	Chapter	The Main Topic	Sub-Topic	Description
Week 8 Session (23)	HOUR 1	Presentation Graphics	The Transitions Tab	Introduction	- The Transitions Tab.
				Transitions Tab Commands	- Use of Preview button. - Applying Slide Transition effects. - Use of Sound, Duration & Apply to All options. - Advance slide: Using On mouse click option & time setting.
			The Animations Tab	Introduction	- The Animations Tab.
				Animations Tab Commands	- Use of Preview button for Animations. - Applying Animation effects to an object. - Applying more than one animation effect. - Using Animation pane.
	HOUR 2	Presentation Graphics	Self Learning and Practicing	Using Era System	- Self Learning on the previous Topics. - Practicing on the previous Topics. - Quiz and Take a challenge.

Week and Day Number	Hours and Sessions	Chapter	The Main Topic	Sub-Topic	Description
Week 8 Session (24)	HOUR 1	Presentation Graphics	The Slide Show Tab	Introduction	- The Slide Show Tab.
				Slide Show Tab Commands	- From Beginning. - From Current Slide. - Navigation during slide show using the right-click option for moving to Next, Previous, Last Viewed slide. - Hiding a slide.
			Other Features	Spellings, Views and Masters	- Use of Spell check feature. - Exploring Presentation Views like Normal, Slide Sorter, Notes Page and Reading View. - What is Slide Master. - Changing the Slide Master. - Save presentation in .pptx format.
	HOUR 2	Presentation Graphics	Self Learning and Practicing	Using Era System	- Self Learning on the previous Topics. - Practicing on the previous Topics. - Quiz and Take a challenge.

Spreadsheet (*Microsoft Excel 2010*)

Week and Day Number	Hours and Sessions	Chapter	The Main Topic	Sub-Topic	Description
Week 9 Session (25)	HOUR 1	Spreadsheet	Getting Started	Introduction	- Overview of Spreadsheet. - Features of Electronic Spreadsheets. - Features of Excel 2010. - Starting Excel 2010.
				The User Interface	- User Interface of Excel 2010. - Quick Access Toolbar. - Ribbon. - Contextual Tabs. - Dialog Box Launcher. - Worksheet, Active Cell. - Formula Bar. - Name Box. - Sheet Tabs. - Scroll Bars. - Status Bar. - View Buttons. - Zoom Buttons. - Resizing the Formula Bar and Name Box. - Help. - Galleries and Live Previewing.
				Creating a New Workbook	- Creating a Workbook. - Using Templates. - Downloading Templates. - Moving Between Cells. - Entering Data. - Adjusting Column Width.
	HOUR 2	Spreadsheet	Self Learning and Practicing	Using Era System	- Self Learning on the previous Topics. - Practicing on the previous Topics. - Quiz and Take a challenge.

Week and Day Number	Hours and Sessions	Chapter	The Main Topic	Sub-Topic	Description
Week 9 Session (26)	HOUR 1	Spreadsheet	Getting Started	Navigating and Editing a Worksheet	- Navigating a Worksheet. - keyboard shortcuts. - Selecting multiple cells. - Using the Name Box. - Editing Data. - Editing through Formula Bar. - Undoing and Redoing Editing Changes.
				Working With Worksheets	- Inserting Worksheet. - Deleting Worksheet. - Renaming Worksheet. - Moving and Copying Worksheet. - Moving/Copying Worksheet to another Workbook. - Changing Tab Color. - Other Sheet Options.
				The File Tab	- Save As. - Create A New Folder. - Closing a Workbook. - Opening a Workbook. - Open a Recently Used Workbook. - Printing a workbook.
	HOUR 2	Spreadsheet	Self Learning and Practicing	Using Era System	- Self Learning on the previous Topics. - Practicing on the previous Topics. - Quiz and Take a challenge.

Week and Day Number	Hours and Sessions	Chapter	The Main Topic	Sub-Topic	Description
Week 9 Session (27)	HOUR 1	Spreadsheet	The Home Tab	Introduction	- The Home Tab.
				The Clipboard Group	- Copy. - Cut. - Paste. - Format Painter.
				The Font Group	- Font. - Font Size. - Increase Font Size. - Decrease Font Size. - Font Color. - Bold. - Italic. - Underline. - Borders. - Fill Color. - The Format Cells Dialog Box.
				The Alignment Group	- Align Text Left. - Center, Align Text Right. - Top Align. - Middle Align. - Bottom Align. - Orientation. - Increase Indent, Decrease Indent. - Wrap Text. - Merge & Center.
	HOUR 2	Spreadsheet	Self Learning and Practicing	Using Era System	- Self Learning on the previous Topics. - Practicing on the previous Topics. - Quiz and Take a challenge.

Week and Day Number	Hours and Sessions	Chapter	The Main Topic	Sub-Topic	Description
Week 10 Session (28)	HOUR 1	Spreadsheet	The Home Tab	The Cells Group	- Insert. - Inserting Multiple Rows and Columns. - Delete Multiple Rows and Columns. - Inserting Cells, Shifting Cells. - Format.
				Using Formulas	- Sum. - Using Auto Fill. - Auto Fill Facts. - Other Auto Fill Uses. - Formulas. - Using Formulas. - Specifying Decimal Places. - Increase Decimal, Decrease Decimal. - Show Formulas. - Excel Error Messages. - Auto Calculate.
	HOUR 2	Spreadsheet	Self Learning and Practicing	Using Era System	- Self Learning on the previous Topics. - Practicing on the previous Topics. - Quiz and Take a challenge.

Week and Day Number	Hours and Sessions	Chapter	The Main Topic	Sub-Topic	Description
Week 10 Session (29)	HOUR 1	Spreadsheet	The Home Tab	Absolute and Multiple Sheet References	- Types of References. - Absolute References. - Copying Formula. - Referencing Multiple Sheets. - Using Multiple Sheet References.
				Using Functions	- The Sum Function. - The Average Function. - The Count Function. - The CountA Function. - The MAX Function. - The MIN Function. - The IF Function. - The DATE Function. - Changing Date Format. - The LOWER Function. - The UPPER Function. - The PROPER Function. - The LEN function. - Nested IF. - The SUMIF function. - The COUNTIF function.
	HOUR 2	Spreadsheet	Self Learning and Practicing	Using Era System	- Self Learning on the previous Topics. - Practicing on the previous Topics. - Quiz and Take a challenge.

Week and Day Number	Hours and Sessions	Chapter	The Main Topic	Sub-Topic	Description
Week-10 Session (30)	HOUR 1	Spreadsheet	The Home Tab	The Styles Group	- Conditional Formatting. - Applying Conditional Formatting. - Format as Table. - Sorting Table Data. - Cell Styles.
				The Editing and Number Groups	- Sort. - Filter. - Filtering Data. - Find And Select. - Finding and Replacing. - The Number Group.
	HOUR 2	Spreadsheet	Self Learning and Practicing	Using Era System	- Self Learning on the previous Topics. - Practicing on the previous Topics. - Quiz and Take a challenge.

Week and Day Number	Hours and Sessions	Chapter	The Main Topic	Sub-Topic	Description
Week-11 Session (31)	HOUR 1	Spreadsheet	The Insert Tab	Introduction	- The Insert Tab.
				The Illustrations Group	- Inserting Picture. - Enhancing Pictures.
				The Charts Group	- What is a Chart? - Parts of a Chart. - Inserting a Chart. - Moving a Chart. - Chart Styles. - Chart Title. - Labeling Axes. - Data Labels. - Coloring Chart Background. - Changing Chart Data. - Changing Chart Type. - Printing a Chart.
	HOUR 2	Spreadsheet	Self Learning and Practicing	Using Era System	- Self Learning on the previous Topics. - Practicing on the previous Topics. - Quiz and Take a challenge.

Week and Day Number	Hours and Sessions	Chapter	The Main Topic	Sub-Topic	Description
Week-11 Session (32)	HOUR 1	Spreadsheet	The Insert Tab	The Text Group	- Text Box. - Headers and Footers.
			Other Excel Tabs	The Page Layout Tab	- Themes. - Page Orientation. - Background. - Print Area. - Print Titles. - Sheet Options.
				The Data Tab	- What-If Analysis. - What is Goal Seek?
	HOUR 2	Spreadsheet	Self Learning and Practicing	Using Era System	- Self Learning on the previous Topics. - Practicing on the previous Topics. - Quiz and Take a challenge.

Week and Day Number	Hours and Sessions	Chapter	The Main Topic	Sub-Topic	Description
Week-11 Session (33)	HOUR 1	Spreadsheet	Other Excel Tabs	The Review and View Tabs	- Spelling. - Using Spellcheck. - Split. - Vertical Split. - Quick Splits. - Freeze Panes. - Freezing Columns. - Freezing Rows.
			Additional Excel Features	Security	- Using Passwords. - Creating a Password. - Removing a Password.
	HOUR 2	Spreadsheet	Self Learning and Practicing	Using Era System	- Self Learning on the previous Topics. - Practicing on the previous Topics. - Quiz and Take a challenge.

The Internet

Week and Day Number	Hours and Sessions	Chapter	The Main Topic	Sub-Topic	Description
Week-12 Session (34)	HOUR 1	Internet	Getting Started	Overview of Internet	- History of Communication. - Communication Development. - The Communication Revolution - Advantages.
				What is Internet	- History of Internet. - Modern Internet.
				Uses of Internet	- Applications of Internet. - Internet as a medium for information. - Shopping. - Entertainment - Education. - E-Mail. - Internet Telephone.
				e-Commerce	- Advantages and Disadvantages of e-Commerce. - Tips for online shopping.
				Web Utilities	- Web Based Applications. - Internet Security Suites.
				Browsers	- Web Browser. - URL
	HOUR 2	Internet	Self Learning and Practicing	Using Era System	- Self Learning on the previous Topics. - Practicing on the previous Topics. - Quiz and Take a challenge.

Week and Day Number	Hours and Sessions	Chapter	The Main Topic	Sub-Topic	Description
Week-12 Session (35)	HOUR 1	Internet	Getting Started	Internet Explorer (IE10)	- Address Bar. - Buttons on the address bar. - Toolbar. - Home Page. - Tabbed Browsing. - Tabbed Browsing options. - AutoComplete. - Scrolline and Selectine links. - Using frames. - Displaying Web Pages in Other Languages.
				Features of Internet Explorer (IE10)	- Notification Bar. - One Box. - Pinned Sites. - Compatibility View. - In Private Browsing. - Download Manager.
			Navigating the Web	Using the Favorites Center	- Favorites List. - Adding items to the Favorites list. - Organizing. - Creating a Folder. - Favorites list and Favorites Center. - Organizing your Favorites. - Using the History list. - Deleting item from Favorites.
	HOUR 2	Internet	Self Learning and Practicing	Using Era System	- Self Learning on the previous Topics. - Practicing on the previous Topics. - Quiz and Take a challenge.

Week and Day Number	Hours and Sessions	Chapter	The Main Topic	Sub-Topic	Description
Week-12 Session (36)	HOUR 1	Internet	Navigating the Web	Printing and Saving Web Pages	- Printing and saving web pages. - Previewing a web page. - Saving an entire web page. - Saving an image from a page. - Saving a page without displaying it.
			Finding Information on the Web	Using Search Services	- Search services. - Category of Search services. - Crawler or spider. - Search approaches. - Using the Search Box. - Finding search services. - Change Search Defaults. - Metasearch Engines. - Specialized Search Engines. - Content Evaluation.
				Google	- Searching by Topic. - Searching by Keyword. - I am Feeling Lucky. - Advanced Search. - Preferences. - Language Tools.
	HOUR 2	Internet	Self Learning and Practicing	Using Era System	- Self Learning on the previous Topics. - Practicing on the previous Topics. - Quiz and Take a challenge.

Week and Day Number	Hours and Sessions	Chapter	The Main Topic	Sub-Topic	Description
Week-13 Session (37)	HOUR 1	Internet	Communication Using E-Mail	Using Web E-Mail Services	- Electronic communication. - E-mail. - E-mail address. - E-mail Concept. - Types of e-mail services. - Registration. - Creating an e-mail account. - Common features. - Login Page. - Basic elements. - Addresses. - Subject and Attachments. - Signature line. - Spam. - Spam Blockers. - CAN-SPAM Act.
	HOUR 2	Internet	Self Learning and Practicing	Using Era System	- Self Learning on the previous Topics. - Practicing on the previous Topics. - Quiz and Take a challenge.

Week and Day Number	Hours and Sessions	Chapter	The Main Topic	Sub-Topic	Description
Week-13 Session (38)	HOUR 1				*Microsoft PowerPoint 2010* , *Microsoft Excel 2010*, *The Internet* , Examination Practice Session
	HOUR 2				*Microsoft PowerPoint 2010* , *Microsoft Excel 2010*, *The Internet* , Examination Practice Session

Week and Day Number	Hours and Sessions	Chapter	The Main Topic	Sub-Topic	Description
Week-13 Session (39)	HOUR 1				self revision of *All About Computers* , *Windows7* , *Microsoft Word 2010* , Examination Practice Session
	HOUR 2				self revision of *All About Computers* , *Windows7* , *Microsoft Word 2010* , Examination Practice Session

Week and Day Number	Hours and Sessions	Chapter	The Main Topic	Sub-Topic	Description
Week 14 session (40)	HOUR 1&2				*Examination 2* *All About Computers*, *Windows7*, *Microsoft Word 2010*, *Microsoft PowerPoint 2010*, *Microsoft Excel 2010*, *The Internet*

				Internet	
Day 13	Hour 3	Internet	Getting Started	Overview of Internet	
				What is Internet	
				Uses of Internet	
				e-Commerce	
				Web Utilities	
				Browsers	
Day 14	Hour 1	Internet	Getting Started	Internet Explorer (IE 9)	
				Features of Internet Explorer (IE 9)	
	Hour 2	Internet	Navigating the Web	Using the Favorites Center	
			Navigating the Web	Printing and Saving Web Pages	
	Hour 3	Internet	Finding Information on the Web	Using Search Services	
				Google	
			Communication Using E-Mail	Using Web E-Mail Services	
Day 15	Hour 1	Internet	Internet Concepts	What is a Network?	Network, Computer network, Node and Client, Server, Hub, Distributed Processing, Network Interface Cards (NIC), Network Operating Systems (NOS), Types of Networks, Local Area Network or LAN, Lan Nodes, Uses, Metropolitan Area Network (MAN), Wide Area Networks (WANs)
	Hour 2	Internet	Internet Concepts	What is a Network?	Network types, Network Architecture, Configurations, Star Network, Star topology, Bus Network, Ring Network, Hierarchical Network, Strategies, Terminal Network, Client/server networks, peer-to-peer network, Organizational Internets, Intranets, Extranets, Difference between an intranet and extranet. Firewalls. Proxy server
	Hour 3	Internet	Internet Concepts	What is WWW?	Internet and Web, Accessing the World Wide Web, Applets, Web Surfing
				Information Flow Over the Internet	Protocols, Rules, TCP/IP, Routers, Features, Identification, Reformatting
				Communication Systems	Communication Systems, Connection devices and Data transmission specifications, Sending and Receiving device, Communication Channels, Physical Connections, Telephone line, Coaxial cable, Fiber-optic cable, Wireless Connections, Infrared, Broadcast radio, Microwave, Bluetooth, Personal area network (PAN), Satellite, Global Positioning System (GPS)
Day 16	Hour 1	Internet	Internet Concepts	Communication Systems	Communication channels, Connection devices, Modems, Transfer rate, Types of modems, External and Internal modem, PC Card and Wireless, Connection Service, Dial-up service, DSL, ADSL and Cable modems, Cellular services, Costs and speeds, Data Transmission and Bandwidth, Voice band and Medium band, Broadband
				Self Learning (Elective Topic)	
DAY 16	HOUR 2 & 3	Self Learning	Introduction to Self-Learning & Introduction of SL Topic		
DAY 17	HOUR 1, 2 & 3	Self Learning	SL Activity and Project Development		
DAY 18	HOUR 1, 2 & 3	Self Learning	SL Activity and Project Development		
DAY 19	HOUR 1	Self Learning	SL Activity and Project Development & Project Submission		