

COMPUTER OPERATOR

Monday to Friday
Morning / Afternoon / Evening

STEP 01

Computer Fundamentals & Windows Basics

Introduction to computer hardware and software, Windows operating system, file management, user accounts, and system security.

STEP 02

Software Installation & System Setup

Learning how to install and uninstall software, Windows installation, creating bootable USB, and managing system settings.

STEP 03

MS Word – Document Processing

Creating and formatting documents, letters, reports, resumes, tables, images, headers/footers, and printing options.

STEP 04

MS Excel – Data Management

Data entry, formatting, formulas and functions (SUM, IF, VLOOKUP), sorting, filtering, charts, and pivot tables.

STEP 05

MS PowerPoint – Presentation Skills

Designing professional presentations with slides, animations, transitions, and multimedia elements.

STEP 07

Internet, Google Tools & Online Work

Web browsing, Gmail, Google Drive, Docs, Sheets, online research, downloading, uploading, and cloud storage.

STEP 06

MS Access – Database Management

Creating databases, tables, queries, forms, and reports for managing business data.

STEP 08

Parts Replacement

Learn to identify and replace basic computer parts. Install components like RAM, hard drive, and power supply. Build basic troubleshooting and repairing skills.

STEP 09

Job Placement / Career Opportunities

After completing the course, students can work as:

- Office Assistant
- Receptionist with Computer Skills
- Freelancer (Data Entry / Basic Online Tasks)

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