

Syllabus for Computer Basics Training

Version: 2.0 (2026)

Theory:

[3 weeks]

- Introduction to Computers
- Introduction to the Internet
- Information Security
- Computer Virus
- Basics of Artificial Intelligence & Robotics

Practical: Microsoft Word:

[4 weeks]

- New Documents from Blank and Templates
- Basic Typing Rules
- Save & Open Documents
- Font adjustments
- Images
- Shapes
- Icons
- Tables
- Charts
- Smart Arts
- Word Arts
- Layouts (Print / Web)
- Borders
- Headers and Footers
- Page Numbers
- Document Save
- Design Layouts
- Cover page
- Mail Merge
- Macros
- Exporting documents in DOCX / ODS / PDF
- Print / Print Preview

Practical: Microsoft Excel

[4 weeks]

- New Sheet from Blank and Template
- Basic tables info (Column, Row, Cells, Ranges)
- Save & Open Documents
- Sheet Operations (New, Duplicate, Rename, Delete)
- Cell Operations (Data Formatting)
- Basic arithmetic operations
- Basic Formulas
 - SUM
 - AVERAGE
 - MIN
 - MAX
 - COUNT
 - POWER
 - CEILING
 - FLOOR
 - TRIM
 - UPPER
 - LOWER
 - PROPER
 - LEFT
 - RIGHT
 - MID
 - LEN
- Advanced Formulas
 - CONCAT
 - REPLACE
 - NOW
 - TODAY
 - DATEDIFF
 - IF
 - SUMIF
 - AVERAGEIF
 - COUNTIF
 - VLOOKUP
 - HLOOKUP
- Multi-sheet operations
- Chart creation from Excel table data
- Exporting Excel Document

Practical: Microsoft PowerPoint

[4 weeks]

- New Presentation from Blank and Template
- Handling Slides
 - Slide layouts
 - Slide themes
 - Slide Background
- Basic elements of slides
 - Pictures
 - Shapes
 - Icons
 - Charts
- Animations
 - Animations to slides
 - Animations to slide elements
 - Adjust animation sequence and time
- Slideshow
- Export as Presentation / PDF

Practical: Basics of Prompt Engineering

[1 week]

- What is Prompt Engineering?
- Basic Prompts
- Advanced Prompts
- Prompt Frameworks