

## Deutsche Gesellschaft für Internationale Zusammenarbeit

<b>Training Type</b>	<input checked="" type="checkbox"/> Hands on Training <input checked="" type="checkbox"/> Simulation <input checked="" type="checkbox"/> Workshop
<b>Expected Accomplishments</b>	This workshop is designed to provide the IT Professionals with the knowledge and skills necessary to use and implement new methodologies that are related to their intended field of work, i.e. Computer Operator. After completing this workshop, IT Professionals will be able to manage and perform IT related tasks in Organization.
<b>Participants</b>	IT Professionals involved in deployment of Computer Operations.
<b>Date &amp; Time</b>	<b>April 15, 2019 to April 19, 2019</b>
<b>Facilitators</b>	Abdul Hameed [Assistant Professor, Higher Education Department]
<b>Training Venue</b>	<b>Lahore School System, Multan Road, Lahore</b>
<b>Resources Required</b>	Computer Lab with 15-25 Machines (can vary upon workshop participants)

### Software Requirements for each Computer in the Lab

Software Required	Version
Operating System	Windows 10
Microsoft Office	2016
Inpage	3
Simpo PDF Merge and Split	2.2.2.0
ABBYY Fine Reader (If Available)	9.0 Professional
Adobe PDF	11
Nitro PDF	9
Typing Master	

### Other Hardware/Resources required:

Equipment	Details
Printer	Any laser printer shared on network
Printing Papers	A4 (Quantity will depend on the number of participants)
Internet Connection	Any internet connection shared for all computer
WiFi Access Point	For Practical Internet sharing
Multimedia Projector	For lectures and demonstration

## Training Structure

Day 1		
<b>09:00-11:00</b>	Module 1	
<b>11:30-01:30</b>	Module 2	--
<b>02:30-04:30</b>	Practical Session	

Day 2		
<b>09:30-11:00</b>	Module 3	
<b>11:30-01:30</b>	Module 4	--
<b>02:30-04:30</b>	Practical Session	--

Day 3		
<b>09:30-11:00</b>	Module 5	
<b>11:30-01:30</b>	Module 6	--
<b>02:30-04:30</b>	Practical Session	--

Day 4		
<b>09:30-11:00</b>	Module 7	
<b>11:30-01:30</b>	Module 8	--
<b>02:30-04:30</b>	Practical Session	--

Day 5		
<b>09:30-11:00</b>	Module 9	
<b>11:30-01:30</b>	Module 10	--
<b>Presentation of all groups on the learning outcomes of training</b>		

In each Practical Session, a check list of practical activities will be provided to the trainees and will be marked accordingly after performing each activity assigned to the participants. These activities will cover all the practical done in first two modules. Group tasks will be assigned and properly monitored and guided by the trainer.

## Module Details

### **Module 1: Maintaining Computer System**

Install operating system (Windows 10)  
Configure peripheral devices  
Install peripheral devices (Printer)  
Install software application  
Update/upgrade software application

Review Questions

### **Module 2: Installation and Troubleshooting of Application Programs**

Uninstall software application  
Perform windows scan  
Format external mass storage  
Troubleshoot basic software errors  
Troubleshoot basic hardware faults  
Configure basic internet connectivity

Review Question

### **Module 3: Preparing Word Document 2016**

Type document  
Set up page in a word document  
Edit word document  
Format word document  
Save word document  
Insert in a word document  
Import document  
Protect document

Review Questions

### **Module 4: Microsoft Word Continue**

Insert table in a word document  
Hyperlink data in a word document  
Perform mail merge in a word document  
Insert header/footer in a word document  
Insert section break in a word document  
Set style in word document  
Insert table of contents in word document

Review Questions

### **Module 5: Microsoft Excel 2016**

Create workbook  
Insert sheet  
Apply basic formulae / functions

Create charts/graphs  
Filter data

Review Questions

### **Module 6: Microsoft Excel Continue**

Format cell  
Edit worksheet  
Insert page break  
Split cells  
Merge cells

Review Questions

### **Module 7: Microsoft PowerPoint**

Prepare Master slide  
Insert Slide  
Design Slide  
Apply Animation  
Apply sound effect  
Format Slide

Review Questions

### **Module 8: Inpage 3**

Set keyboard preferences  
Layout Page  
Toggle between Languages  
Insert Columns

Review Questions

### **Module 9: Microsoft Outlook 2016**

Configure Email Accounts  
Sort out Emails  
Manage Address Book  
Archive email Data  
Perform Browsing  
Download Data  
Send/Receive Email

Review Questions

**Module 10: Manage information system**

Perform Data Entry

Manage File/folder

Perform Scanning

Maintain Office Record

Perform Printing

Search Files/Folders

Convert Files

**Identify business opportunities in the field of Computer (ICT).**

Develop structure of the new Computer Business

Communicate new computer business to the customers

Negotiate arrangements for the new computer business

Review Questions