

Course Book

Course Description	The course describing Computer, main parts of Computer hardware and software, using Windows 10, setting time& resolution... and searching from files & folders, using Internet & E-mailing, Using Microsoft Word, Excel and PowerPoint.				
Course objectives	Demonstrate using Windows 10 and Microsoft products.				
Student's obligation	Students must attend in the lectures and preparing required assignments.				
Required Learning Materials					
Evaluation	Task	Weight (Marks)	Due Week	Relevant Learning Outcome	
	Paper Review				
	Assignments	Homework	10%	2 + 6 + 10	10%
		Class Activity	2%	Every week	30%
		Report	16%	3 + 4 + 5 + 7 + 8 + 9	20%
		Seminar			
		Essay			
	Project				
	Quiz	8%	Every week	8 %	
	Lab.				
	Midterm Exam	24%		12%	
	Final Exam	40%		20%	
Total	100%		100%		
Specific learning outcome:	1- Main parts of Computer hardware and software. 2- Using Windows 10, setting time& resolution... and searching from files & folders. 3- Using Internet & E-mailing. 4- Using Microsoft Word				

	5- Using Microsoft Excel 6- Using Microsoft PowerPoint		
Course References:	<input type="checkbox"/> beginning of Microsoft word 2010- Ty Anderson, Guy Hart Dvis- 1st edition-2010. <input type="checkbox"/> beginning of Microsoft excel 2010- Abbott, Katz- 1st edition-2010. <input type="checkbox"/> beginning of Microsoft PowerPoint 2010- Nancy Muir- 1st edition-2010.		
Course topics (Theory)		Week	Learning Outcome
Practical Topics		Week	Learning Outcome
Hardware	Hardware definition	1	1
	The main parts of a computer		
	Input / Output ports		
	Computer Memory		
	Types of Memory		
	Storage Media		
	Input devices		
	Output devices		
Software	Operating System		
	Application Software		
	Interfaces		
	Accessibility Options		
Windows 10	Windows starting Windows Task Bar	2 to 3	2
	Start menu Pin a Shortcut		
	Creating Shortcut Icon		
	Control Panel		
	Date & Time, Region Setting		
	Volume Setting, Resolution Setting		
	Screen Colour, windows Explorer		
	Navigation Bar Common File Type		
	Drives Information		
	Sort Files, Recycle Bin		
	Formatting File Compression		
	Searching from File & Folder		
	Notepad and WordPad		

	Print screen		
	Anti-Virus Installing a new Printer		
	Change the Default Printer		
Internet and network security	Introduction Internet	4 to 5	3
	Introduction to E-mailing System		
	Searching via Internet		
	Internet Application (Google Products)		
	Introduction to Network Security		
	Protection and Security		
Microsoft Word	Word processing	6 to 7	4
	Creating a new document		
	Inserting Text Creating and Applying Style		
	Page setup page, Indentions Line & Paragraph, Page Break Header and Footer.		
	Creating a number Creating Bulleted Adding Border Around Text Adding Shading Around.		
	Inserting and Deleting Table (Row and Column) with all properties.		
	Position an Image Format an Image Switching Between Files Comparing Document Mating Merge		
Microsoft Excel	Starting Microsoft Excel windows of excel work entering in a worksheet.	8 to 10	5
	Book getting help selecting Cells Inserting Row & Column into a worksheet.		
	Deleting and Adjusting Row and Columns.		
	Move, Deleting, Editing Cell contents with Data undo and Redo Moving.		
	Sorting Data Searching and Replacing Data		
	Adding Border in Cells, Formatting the Background Aligning cell contents.		
	Basic Functions, Formulas and Filtering of Data.		
	Worksheet margins worksheet Header and footer scaling worksheet.		
	How to create a chart with examples.		
	Presentation Power Point Windows.		
	Zoom Help system Navigation Between		

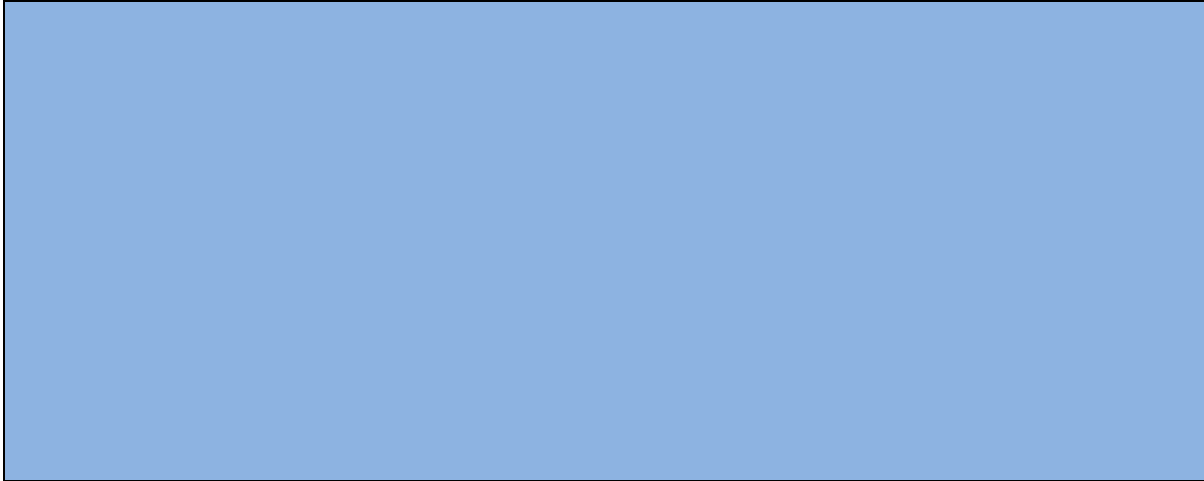
Microsoft Power point	Slides.	10 to 12	6
	Inserting new slide undo & Redo Bulleted slide creating blink slide.		
	Change the layout of a slide.		
	Themes changes the font type and size color shadow effect.		
	Creating a Table, Table style and effects, inserting a clip Art.		
	Insert Shapes, SmartArt, Chart, Free Rotation Flipping a Draw Object.		
	Align Draw Object, Slider footer animation effects custom Transitions effects.		
Moving, Coping, Deleting, Hiding, and Showing slides, slides setup, printing slides and templates.			

Questions Example Design

- 1- Using Microsoft word, write the following statements as seen with (Times new roman) font and the size of (14) .

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- 2- Write down the steps of hiding the Desktop icons
3- Setting screen saver with your name and for the period of five minutes.
4- Write down the steps of changing double click to a click for opening folders and files.
5- Write the required equations for calculating the necessary salary according to the following table, using Microsoft excel.



Extra notes:

External Evaluator

Mr. Hunar hussen Sofi