

Syllabus - 2023

Advanced Computer Office Application

Fundamental

Computer, Generation of Computer, Classification of Computer, Computer Device, Global Village, GPRS, Artificial Intelligence, web page, Cloud Computing, Satellite, etc.

Describe the history of computer,

- Classify computer depending on capability, size, speed & generation etc.
- Define Hardware.
- List, demonstrate and Explain different parts of a Personal Computer and Laptop.
- Define Software & Firmware,
- Classify Software
- Describe Operating System(OS) and the importance of system software

B.

- List the types of Memory,
- Demonstrate primary and secondary memories,
- Distinguish between RAM and ROM
- Explain Hard Disk, SSD, M.2.
- State Bit, Byte, Kilobyte, Megabyte, Gigabyte, and Terabyte.
- Describe computer virus and anti-virus, computer security.

C.

- ✓ State desktop screen icon, icon-shortcut, file, folder/Directory
- ✓ Describe file management & windows explorer
- ✓ Practice on Operating System Environment.
- ✓ Select, open and close Desktop icons for navigation purposes.
- ✓ Create / Rename a folder, Cut/Copy/Paste a File or Folder.

Word Processing

A.

- Getting Started with Word
- Exploring the Word window
- Familiarization with Menu, Ribbon & Tools
- Using Standard & Personalized Menus

B.

Editing Document

- ✓ Opening an Existing File
- ✓ Inserting Text in a Document
- ✓ Selecting, Deleting and Restoring Text
- ✓ Creating a Folder/Saving alternatively named files
- ✓ Typing Practice with Type Tutor

C.

Formatting Text

- Using the Formatting Toolbar: Aligning, Cutting, Pasting Text, Drag and Drop, Copy and Paste, Applying font Styles
- Creating a Paragraph Border, Adding Shading
- Previewing/Printing a Document
- Changing Page Margins
- Inserting Page Breaks/Numbers
- Formatting a Paragraph
- Indenting Text
- Changing, Setting and Clearing Tab settings
- Creating / Customizing Headers & Footers

- Working with Columns

D.

Using Automated Formatting, Editing & Proofing Tools

- ✓ Setting AutoFormat Options
- ✓ Creating an Automatic Bulleted/Numbered List
- ✓ Creating and Printing a Mailing List
- ✓ Checking Spelling Grammatical Errors in a Document
- ✓ Finding/Replacing Specific Text
- ✓ Inserting Special Characters
- ✓ Typing Practice with Type Tutor
- ✓ Practice Bangla typing.

E.

Working with Graphics & Tables

- Inserting a Picture from a File/Clip Art Gallery
- Creating WordArt & Drawing a Shape
- Inserting a Table
- Inserting and Deleting Columns & Rows
- Merging/split Table Cells
- Adding Shading to a Table
- Apply Text direction & Simple Formula
- Equation

F.

Merging Documents for Mailing

- ✓ Creating a Main Document
- ✓ Creating a Data Source
- ✓ Adding Merge Fields and Merging Documents
- ✓ Generating Mailing Labels

G.

Using Macros

- ✓ Recording, Assigning & Running a Macro
- ✓ Editing, Renaming & Deleting a Macro

H.

Working with Tables of Contents & Indexes

- ❖ Formatting and Compiling a Table of Contents
- ❖ Updating a Table of Contents
- ❖ Formatting and Compiling an Index
- ❖ Editing and Updating an Index

I.

Long Document Formats

- Inserting Footnotes and Endnotes
- Modifying the Reference Mark Style
- Creating and Using Bookmarks
- Creating Master Documents and Subdocuments
- Practices with Review options (Word count, Track

Spread sheet Analysis

Learning Worksheet Fundamentals

- ✓ Creating Workbooks
- ✓ Understanding MS Excel Window Environment
- ✓ Editing Cell Contents

- ✓ Moving Between Worksheets
- ✓ Naming and Saving Workbooks
- ✓ Opening Workbooks & Renaming Worksheets
- ✓ Closing Workbooks and Quitting Excel

B.

Editing and Formatting Worksheets

- Formatting Numbers
- Adjusting the Size of Rows and Columns
- Aligning Cell Contents
- Creating and Applying Conditional Formats
- Finding and Replacing Cell Content
- Inserting and Deleting Cells/Rows/Columns
- Cutting/Copying/Pasting/Clearing Cells
- Using Additional Paste Features

C.

Formatting Cells

- ✓ Formatting Text
- ✓ Formatting Numbers as Currency
- ✓ Using Format Painter
- ✓ Adding Borders/Shading to Cells
- ✓ Using AutoFormat
- ✓ Creating and Applying Styles
- ✓ Merging Cells

D.

Columns/ Rows /Worksheets/Workbooks

- Magnifying and Shrinking a Worksheet on Screen
- Hiding and Un-Hiding Rows and Columns
- Freezing and Unfreezing Rows and Columns
- Data Sorting & filtering

E.

Working with Charts

- ✓ Creating Charts Using the Chart Wizard
- ✓ Moving/Resizing/Deleting Charts
- ✓ Modifying Chart Titles and Adding Axis Labels
- ✓ Moving and Formatting Chart Elements
- ✓ Changing the Chart Type & Organising Source Data
- ✓ Updating Data and Formatting the Axes
- ✓ Adding Gridlines and Arrows
- ✓ Previewing and Printing a Chart

F.

Performing Basic Calculations

- Building/Editing/Copying Formulas
- Practice Mathematical Functions

G.

Create advanced formulas

- ✓ Using the IF, AND, and OR functions
- ✓ Using the SUMIFS, AVERAGEIFS, and COUNTIFS functions

H.

Create advanced charts and tables

- Create advanced chart elements
- Create and manage PivotTables
- Create and manage Pivot Charts

I.

- ✓ Create a Tabulation Sheet for representing data through different types of charts.
- ✓ Create a standard Salary sheet, Generate Electric Bill etc.

Database Management

A.

Understanding Databases & Creating Tables

- Creating a Database
- Starting and Opening an Existing Database
- Understanding Datasheet View & Design View
- Creating a Table Using the Wizard
- Creating and Modifying a Table
- Adding Fields to Tables
- Adding and Editing Records
- Printing Tables
- Moving and Deleting Fields & Records

B.

Working with Tables

- ✓ Formatting a Table
- ✓ Modifying Field Properties
- ✓ Sorting Records in a Table
- ✓ Finding Records in a Table
- ✓ Using Filters with a Table
- ✓ Establishing Relationships Between Tables

C.

Creating and Using Queries

- Creating and Running a Query
- Specifying Criteria in a Query
- Using Comparison Operators
- Creating a Calculated Field
- Creating a Multiple-Table Query
- Printing a Query

D.

Designing a Form

- ✓ Creating a Form Using Auto Form
- ✓ Creating a Form Using the Form Wizard
- ✓ Adding Controls to a Form
- ✓ Modifying Control Properties
- ✓ Resizing and Moving Controls
- ✓ Entering Records into a Form
- ✓ Creating Calculated Controls

E.

Designing a Report

- Creating a Report Using Auto Report
- Creating a Report Using Report Wizard
- Adding a Control to a Report
- Formatting a Report
- Resizing and Moving Controls
- Creating Calculated Controls
- Previewing and Printing

F.

Customizing Tables

- ✓ Creating an Index
- ✓ Normalising a Table
- ✓ Setting a Default Data Entry Value
- ✓ Creating, Modifying an Input Mask, Lookup Field
- ✓ Defining a Data Validation Rule

- ✓ Creating a Relationship

G.

Creating Custom Queries

- Specifying Criteria in Multiple Fields
- Modifying Query Properties
- Applying Filters to a Query
- Calculating Totals in a Query
- Creating an Action, Parameter, Crosstab Query
- Joining Tables in a Query
- Creating Many-to-Many Queries

H.

Automating Tasks

- ✓ Creating an Auto Keys Macro
- ✓ Using Controls to Run a Macro
- ✓ Assigning a Macro to an Event
- ✓ Assigning a Macro to a Condition

I.

Using Database Tools

- Setting, Modifying, Deleting a Database Password
- Encrypting and Decrypting a Database
- Replicating a Database
- Splitting a Database
- Converting a Database
- Setting Start up Options

J.

Create a complete database with report of Student Result Processing System.

Presentation Design and Delivery

A.

Create a Presentation

- ✓ Create a new presentation
- ✓ Create a presentation based on a template
- ✓ Import Word document outlines

B.

Insert and Format Slides

- Insert specific slide layouts
- Duplicate existing slides
- Apply a different slide layout
- Modify individual slide backgrounds
- Inset slide headers, footers, and page numbers

C.

Configure a Presentation for Print

- ✓ Print all or part of a presentation
- ✓ Print notes pages
- ✓ Print handouts
- ✓ Print in color, grayscale, or black and white

D.

Configure and Present a Slide Show

- Create custom slide shows
- Configure slide show options
- Rehearse slide show timing
- Present a slide show by using Presenter View

E.

Insert and Format Text

- ✓ Insert text on a slide

- ✓ Apply formatting and styles to text
- ✓ Apply WordArt styles to text
- ✓ Format text in multiple columns
- ✓ Create bulleted and numbered lists
- ✓ Insert hyperlinks

F.

Insert and Format Images

- Insert images
- Resize and crop images
- Apply styles and effects

G.

Insert and Format Charts

- ✓ Create a chart
- ✓ Import a chart
- ✓ Change the Chart Type
- ✓ Add a legend to a chart
- ✓ Change the chart style of a chart

H.

Insert and Format SmartArt graphics

- Create SmartArt graphics
- Convert lists to SmartArt graphics
- Add shapes to SmartArt graphics
- Reorder shapes in SmartArt graphics
- Change the color of SmartArt graphics

I.

Insert and Manage Media

- ✓ Insert audio and video clips
- ✓ Configure media playback options
- ✓ Adjust media window size
- ✓ Set the video start and stop time
- ✓ Set media timing options

J.

Animate Slide Content

- Apply animations to objects
- Apply animations to text
- Set animation effect options
- Set animation paths

K.

Set Timing for Transitions and Animations

- ✓ Set transition effect duration
- ✓ Configure transition start and finish options
- ✓ Reorder animations on a slide

Email and Internet

A.

- Establish online connectivity.
- Browse and visit some popular websites.
- Use the search engine for searching Information on the web.
- Create an E-mail account (on Gmail, yahoo, hot mail, etc.).
- Set-up an E-mail account first time using outlook.
- Check, compose, send and reply of e-mail message.
- Attach a file to an e-mail message and open an attached file.

B.

Customize Settings

- ✓ Customize reply messages
- ✓ Change text Formats for all outgoing messages

- ✓ Customize the Navigation Pane
- ✓ Configure reviews
- ✓ Manage multiple accounts
- ✓ Add an account

C.

Print and Save Information

- Print message, calendar, contact, or task information
- Save message attachments
- Preview attachments
- Save messages in alternate formats
- Export messages to a data file

Number System

- ❖ Decimal Number System
- ❖ Binary Number System
- ❖ Hexadecimal Number System
- ❖ Octal Number System