

Bits and Bytes (Office Management)



Course Overview:

Bits and Bytes program is designed for everyone on the assumption that the participants have little to no experience with computers. Participant with a basic knowledge can join this program.

Training Methodology

- ❖ Digital point is a global classroom. All classes are featured online (No recorded version). Students around world can join this online live class
- ❖ Each class is instructor oriented live class and will be recorded, and students will get access to watch video for practice.
- ❖ Real-world scenario labs.
- ❖ Class Notes and Labs for each class
- ❖ As it is online live class, students need a computer and internet connection to join this program from their home/work.

Who should Attend?

- ❖ Anyone who wants to start Information Technology as a career
- ❖ Anyone who wants to complete day to day activities through computer
- ❖ Anyone who wants to get admission in College/university for higher education
- ❖ Anyone who wants to switch career from non-IT background to IT
- ❖ Anyone who wants to upgrade skills/knowledge in Information Technology

Benefit of the Course:

- ❖ Completion of this course you will be ready to do your day to day activities such as email, internet use , prepare of document, personal accounting , troubleshooting computer, create home network etc.
- ❖ Completion of this course you will be ready to apply job like Office Management, Technical Support etc.
- ❖ Completion of this course you will be ready to take any high-level IT program
- ❖ Completion of this course you will build a strong IT foundation

Course Duration:

6 weeks (36 Hours)

Class: 2 days /week

	North America Time		Bangladesh Time
Mon and Wed	7:30 P.M - 10:30 A.M EST	Tue and Thu	6:30 A.M - 9:30 A.M Bangladesh Time
Sat and Sun	9:00 A.M - 12:00 P.M EST	Fri and Sat	8:00 P.M - 11:00 P.M Bangladesh Time

Course Description:

Module-1: Computer Fundamentals (Class: 3 Hours)

- ❖ Identify names, purposes and characteristics of computer components Identify names, purposes, and characteristics of operating system
- ❖ How a computer works
- ❖ Integration between Hardware Operating system and Applications

Module-2: Operating System (Class: 3 Hours)

- ❖ Overview of Operating System
- ❖ Identify differences between operating systems, revisions, GUI, system requirements for Mac, Windows, and Linux.
- ❖ Identify names, purposes and characteristics of the primary operating system components including registry, virtual memory, and file system.
- ❖ Overview of Windows, Windows 7/Windows 8/ Windows 10
- ❖ Windows Administrative tools: Performance monitor, Event Viewer, Services, Computer Management, MMC, Task Manager. Windows Registry, System Restore, Remote Desktop
- ❖ Windows File System: FAT32, NTFS, Folder sharing and NTFS security
- ❖ Windows System Tools:
 - ❖ Disk Defragmenter
 - ❖ Disk Cleanup
 - ❖ Files and Setting transfer Wizard
 - ❖ System Restore
 - ❖ System Information
 - ❖ Security Center
 - ❖ File Signature Verification Utility
 - ❖ DirectX Diagnostic Tools
 - ❖ Dr Watson
 - ❖ Disk Management
 - ❖ Computer Management
- ❖ Identifying tools, diagnostic procedures and troubleshooting techniques for operating systems
- ❖ Identify basic boot sequence and utilities for recovering operating systems
- ❖ Identify and apply diagnostic procedures and troubleshooting techniques
- ❖ Recognize and resolve common operational issues such as blue-screen, system lock-up and application install.

Module- 3: Internet Fundamentals (Class: 3 Hours)

- ❖ Introduction to the Internet and the Web
- ❖ Basic parts of the web browser window
- ❖ How to I navigate to a website?
- ❖ How do I find information on the Internet?
- ❖ Key Web Browser Features
- ❖ Create, email accounts
- ❖ Send and Receive email
- ❖ Configure MS outlook
- ❖ Online Job Search
- ❖ Online Safety and Review

Module- 4: Microsoft Office Management (Word, Excel, Power Point, and Outlook (Class: 12 Hours)**❖ MS Word:**

- ❖ How to create, save and share documents.
- ❖ How to apply pre-designed Styles and format text with fonts and colors.
- ❖ How to work with bullets, indents and line spacing.
- ❖ How to insert pictures and screenshots.
- ❖ How to set up page layout for margins, columns and printing.
- ❖ How to create and update an automated Table of Contents.
- ❖ How to Mail merge to envelopes, labels, emails, and form letters.
- ❖ How Add comments, track changes, and compare documents.

❖ MS Excel:

- ❖ How to be a better, faster, stronger Excel user
- ❖ How to save yourself hours of time and boost your productivity in Excel
- ❖ How to navigate the Excel interface
- ❖ How to use math, statistical, logic and text functions
- ❖ How to find a value with VLOOKUP, HLOOKUP, INDEX, MATCH
- ❖ How to sort and filter your data to find exactly what you are looking for
- ❖ How to work with charts to present clear insights from your data
- ❖ How to create and format Pivot Tables
- ❖ How to record a basic Macro to automate repetitive tasks
- ❖ How to use data validation to restrict data entry
- ❖ How to customize your page setup options for printing

❖ MS Power Point:

- ❖ How to create, save and share a Power Point presentation
- ❖ How to apply pre-designed Styles and format text with fonts and colors.
- ❖ How to work with bullets, indents, and line spacing.
- ❖ How to insert animation
- ❖ How to link a video

❖ MS Outlook:

- ❖ How to Office management tips to monitor inbox size, set up auto-archive, search for and organize email in folders and groups.

- ❖ Best practices for sending, receiving and saving attachments.
- ❖ How to set up email signatures and explore options such as read receipts and delayed send.
- ❖ How to stay organized by using the calendar to schedule appointments, meetings, and events.
- ❖ How to add and group contacts; create, assign and filter tasks.
- ❖ How to design Quick Steps to save time on repetitive yet unavoidable office tasks.
- ❖ How to use mail merge to send personalized emails automatically to an entire list.
- ❖ How to back up your Outlook file, export contacts and set up additional email accounts.

Module- 5: Microsoft Project Management (Class: 3 Hours)

- ❖ An Introduction to Project Management
- ❖ The Microsoft Project User Interface
- ❖ The Microsoft Project Scheduling Engine
- ❖ Preparing a New Project
- ❖ Estimating the Project
- ❖ Tracking the Project
- ❖ Custom Views and Fields
- ❖ Project Reporting
- ❖ Tips and Tricks
- ❖ Conclusion

Module- 6: Business Writing (Class: 3 Hours)

- ❖ Review of the value and impact of business writing skills in professional environments.
- ❖ Learn the uses and content of an effective resume, and its most applicable and common structures.
- ❖ Business Emails
 - ❖ Learn common uses of businesses emails, and their generally accepted tone, structure, and format.
 - ❖ Inquiries and Requests
 - ❖ Learn how to craft letters of inquiry and request in professional environments.
- ❖ Thanks, and Recognition
 - ❖ Learn how to craft letters of thanks and recognition in professional environments.
 - ❖ Apologies, Explanations and Bad News
 - ❖ Learn how to craft letters of explanation or apology in professional environments.
 - ❖ Sales or Prospecting Mail
 - ❖ Learn how to craft an effective sales letter in the professional environment.
 - ❖ Trademarks, Taglines and Other Identifiers
 - ❖ Learn the basic rules of handling brand identifiers in business writing applications.
- ❖ Social Media Overview
 - ❖ Introduction to the general topic of business writing on social media.
- ❖ Facebook
 - ❖ Learn the uses and best practices for writing business-related content on Facebook.

- ❖ Twitter
 - ❖ Learn the uses and best practices for writing business-related content on Twitter.

Module- 7: Business Speaking (Class: 6 Hours)

- ❖ How to give short presentations on work-related topics.
- ❖ Develop and use a vocabulary of terms, phrases, and idioms appropriate in a selected technology-related business environment.
- ❖ Develop and use knowledge of English grammar and pronunciation norms to achieve listening and speaking communication goals.
- ❖ Use and interpret paralinguistic skills appropriately.
- ❖ How to face a real-world job interview

Contact Us

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