DOM-DIT & TYPING COURSE OUTLINE DIT

Module 1: Introduction to Computers

- Basics of Computing
  - Understanding hardware and software.
  - Key components: Processor, RAM, storage, and peripherals.
  - Input and output devices (keyboard, mouse, monitor, printers).
- Types of Computers
  - Desktop PCs, laptops, tablets, and all-in-one systems.

Module 2: Operating System Fundamentals

- Introduction to Windows OS
  - Evolution of Windows (Windows XP to Windows 11).
  - Editions and versions of Windows (Home, Pro, Enterprise).
- Importance of Windows
  - Why Windows is the most widely used OS globally.

Module 3: Windows Installation and Configuration

- Preparing for Installation
  - System requirements and hardware compatibility.
  - Creating bootable USB drives.
- Installing Windows
  - Step-by-step process for installing Windows 10/11.
  - Configuring partitions and file systems.
- Post-Installation Tasks
  - Installing drivers and system updates.
  - Setting up essential software.

Module 4: Windows Navigation and User Interface

- Exploring the Windows Desktop
  - Start Menu, taskbar, and system tray overview.
  - Using File Explorer for file and folder management.
- Customizing Your Workspace

- o Adjusting desktop resolution and scaling.
- o Managing widgets and shortcuts.
- Multitasking Features
  - o Virtual desktops and Snap Assist.

Module 5: Windows Optimization and Maintenance

- Managing System Performance
  - o Using Task Manager to monitor processes and optimize resources.
  - o Disk Cleanup and Storage Sense for freeing up space.
- Windows Update
  - o Configuring and troubleshooting updates.
- Routine Maintenance
  - o Diagnosing system health and extending hardware life.

Module 6: File Management in Windows

- Using File Explorer
  - o Folder structures, file organization, and efficient searches.
- External Storage Management
  - o Formatting and managing external drives.
- File Compression and Extraction
  - o Tools like WinRAR and native Windows utilities.

Module 7: Windows Shortcuts and Productivity Features

- Keyboard Shortcuts
  - o Essential shortcuts for navigation and multitasking.
- Clipboard Management
  - o Using Clipboard History for improved productivity.
- Customizing for Efficiency
  - o Personalizing taskbar settings, themes, and notifications.

Module 8: Emailing and Communication

- Email Account Setup
  - o Adding and managing accounts in Windows Mail or Outlook.
- Email Management
  - o Organizing inboxes with filters and folders.
  - o Identifying and avoiding spam or phishing emails.

Module 9: Windows Backup and Data Recovery

- Data Backup Essentials
  - Using File History for regular backups.
- Restore Points
  - Creating and managing System Restore Points.
- Data Recovery Basics
  - Recovering lost files using built-in and third-party tools.

Module 10: Windows Security Essentials

- Built-in Security Tools
  - Configuring Windows Defender and SmartScreen.
- Protecting Against Malware
  - Recognizing and removing malicious software.
- Security Updates
  - Importance of staying updated to protect against vulnerabilities.

Module 11: Customizing and Enhancing Windows

- Desktop Personalization
  - Themes, wallpapers, and layout customization.
- Performance Tuning
  - Optimizing system settings for better performance.
- Accessibility Tools
  - Using Narrator, Magnifier, and other accessibility features.

Module 12: Working with Peripherals and Devices

- Device Management
  - Adding printers, scanners, and Bluetooth devices.
- Troubleshooting Hardware Issues
  - Diagnosing and resolving driver or connectivity problems.
- Synchronizing Devices
  - Syncing Android or iOS devices with Windows.

Module 13: Practical Windows Applications

- Task Automation
  - Using Task Scheduler for repetitive tasks.
- Software Installation and Management
  - Downloading and managing applications.
- Windows Apps
  - Using built-in tools like Snip & Sketch, Sticky Notes, and Calculator.

DOM

Module 1: Foundations of Office Management

- **1.1 Introduction to Office Management**

  - What is Office Management?

  - Importance of Digital Tools in Office Work

  - Key Roles of an Office Manager: Documentation, Data Organization, and Presentations

- **1.2 Typing Skills**

  - Importance of Typing Speed and Accuracy in Office Work

  - Introduction to Typing Software and Tools

  - Exercises for Improving Typing Speed

  - Common Keyboard Shortcuts to Boost Productivity

- **1.2 Overview of Tools Covered**

  - Microsoft Word: Document Creation

  - Microsoft Excel: Data Management

  - PowerPoint: Professional Presentations

  - InPage Urdu: Publishing and Urdu Typing

- **1.3 Overview of Freelance Opportunities**

  - Understanding the Demand for Office Skills in Freelancing

  - Types of Tasks Done on Freelancing Platforms (Word, Excel, PowerPoint, and InPage)

Module 2: Microsoft Word – Advanced Document Creation

- **2.1 Understanding the Interface**

  - File Menu: Save, Print, and Export

- o   Home Tab: Font, Paragraph, and Styles
- o   Insert Tab: Adding Tables, Pictures, Shapes, and Links
- o   Design Tab: Themes, Colors, and Effects
- o   Layout Tab: Margins, Orientation, and Spacing

- **2.2 Document Design and Formatting**
  - o   Creating Professional Headers and Footers
  - o   Inserting Page Numbers, Watermarks, and Borders
  - o   Using Styles for Consistent Formatting
  - o   Creating Lists: Bullets and Numbering

- **2.3 Tabs and Advanced Formatting Tools**
  - o   Using Tabs for Proper Alignment (Left, Center, Right, and Decimal Tabs)
  - o   Setting Up Indents and Line Spacing
  - o   Creating and Modifying Tables of Contents

- **2.4 Mail Merge for Bulk Document Creation**
  - o   Understanding Mail Merge and its Uses
  - o   Creating Letters, Labels, and Envelopes Using Mail Merge
  - o   Connecting to Data Sources (Excel and Access)

- **2.5 Reviewing and Collaboration Tools**
  - o   Track Changes and Comments
  - o   Using the Compare Feature to Review Documents
  - o   Proofing Tools: Spellcheck, Grammar Check, and Thesaurus
  - o   Protecting and Restricting Documents

Module 3: Microsoft Excel – Data Entry, Organization and Analysis

- **3.1 Excel Interface and Basic Tools**
  - o   Ribbon Overview: File, Home, Insert, and Data Tabs
  - o   Understanding Rows, Columns, and Cells

- o Working with the Formula Bar and Name Box

- **3.2 Formatting and Organizing Data**

  - o Formatting Numbers, Dates, and Text

  - o Creating and Formatting Tables

  - o Using Conditional Formatting

  - o Working with Data Validation for Input Restrictions

- **3.3 Essential Formulas and Functions**

  - o Basic Math Functions: SUM, AVERAGE, COUNT & Other

  - o Logical Functions: IF, AND, OR & Other Advance Functions

  - o Lookup Functions: VLOOKUP, HLOOKUP, and XLOOKUP

  - o Text Functions: CONCATENATE, LEFT, RIGHT, LEN

  - o Date and Time Functions: TODAY, NOW, DATEDIF

  - o Statistical Functions: SUMIF,COUNTIF AVERAGEIF & Others

  - o Financial Functions: PPT,PPMT,IPMT

- **3.4 Data Visualization**

  - o Creating Charts: Column, Bar, Line, and Pie Charts

  - o Customizing Charts with Labels and Titles

  - o Using Sparklines for Quick Visual Summaries

  - o Creating PivotTables and Pivot Charts for Interactive Data Analysis

- **3.5 Advanced Data Management**

  - o Sorting and Filtering Large Data Sets

  - o Removing Duplicates and Cleaning Data

  - o Splitting and Combining Text Columns with Flash Fill

  - o Real Time Projects

- **3.6 Dashboard Creation**

  - o Designing Interactive Dashboards

  - o Using Slicers and Timelines for Easy Navigation

- o Combining Charts, Tables, and Key Metrics
- **3.7 Automating Tasks with Macros**
  - o Recording and Running Basic Macros
  - o Assigning Macros to Buttons

Module 4: PowerPoint – Designing Engaging Presentations

- **4.1 PowerPoint Interface and Basics**
  - o Ribbon Overview: File, Home, Insert, and Design Tabs
  - o Using Slide Layouts and Placeholders
  - o Adding and Formatting Text, Images, and Shapes
- **4.2 Slide Design and Themes**
  - o Using the Design Tab: Themes, Colors, and Backgrounds
  - o Working with Slide Masters for Consistent Design
  - o Adding Animations and Transitions
- **4.3 Data and Multimedia Integration**
  - o Inserting Charts, Tables, and SmartArt
  - o Adding Videos and Audio Files to Slides
  - o Setting Up a Slide Show with Timings
- **4.4 Presentation Tips and Techniques**
  - o Designing Slides for Maximum Impact
  - o Using Visual Hierarchy and Minimal Text
  - o Practicing Delivery and Engaging Your Audience

Module 5: InPage Urdu – Professional Publishing

- **5.1 Getting Started with InPage**
  - o Overview of the Interface and Tools
  - o Typing and Formatting Urdu Text
  - o Working with Text Boxes and Columns

- **5.2 Advanced InPage Features**

  - o Adding Images, Borders, and Graphics

  - o Page Layout and Margins for Books and Flyers

  - o Using Professional Color Schemes

  - o Exporting and Printing Documents

Module 6: Freelancing Opportunities in Office Skills

- Understanding the Demand for Office Tools in the Freelance Market

- Exploring the Types of Freelance Projects for Each Tool:

  - o Document Creation and Formatting

  - o Data Entry, Analysis, and Visualization

  - o Presentation Design for Businesses

  - o Urdu Content Creation and Publishing

- Building a Portfolio to Attract Clients

- Tips for Delivering High-Quality Work