



<http://starlink.mu/>



(230) 5736 3447



support@starlink.mu

~ Promo price Rs 200 ~

Basics of Computer Hardware, Software & Internet (MQA approved course)

- ~~Normal Price: Rs 500 per session~~
Promo Price: Rs 200 per session
- Course designed for: Complete beginners in Computer and Information Technology.

~ Promo price Rs 300 ~

Proficiency in office packages & Internet (MQA approved course)

- ~~Normal Price: Rs 1000 per session~~
Promo Price: Rs 300 per session
- Course designed for: Those who have basic knowledge in IT and need advanced knowledge for studies and office work.

► Syllabus

Hardware, Software, Office Packages (Word Processing, Spreadsheet, Presentation), Internet, Email and Social Media platforms

► Duration of course

1 session per week, so the whole package is 2 months (8 sessions)

★ **Certificate will be provided upon completion of course**

— Register Now on:

<https://starlink.mu/registration/>

~ Promo package is applicable with batch of minimum 8 participants & conditions applied* ~
Contact us to know more

Basics of computer hardware, software and internet (MQA approved course)	Proficiency in office packages & internet (MQA approved course)
► Syllabus	
Hardware, Software, Office Packages (Word Processing, Spreadsheet, Presentation), Internet, Email and Social Media platforms	
Sessions	
1. PC, Hardware and Software, Switch on / off Use mouse using Ms Paint	1. PC, Hardware and Software, File and Folders, Word Processing
2. File system, folder, Introduction to Word Processing Use mouse and Keyboard using Ms Word	2. Word Processing Part 2 Write professional letters and documents Print, Scan, Export to PDF, Use Pendrive
3. Word Processing Part 2, Printing, Scanning and Export to PDF	3. Introduction to Spreadsheet, Rows, Columns, Cell name, Calculations, Formula, Formatting
4. Introduction to Spreadsheet, Rows, Columns, Cell name Calculations Ms Excel task	4. Spreadsheet Part 2, Calculation and Formula exercise, Insert Graphs, Print layout, Print, Export to PDF
5. Spreadsheet part 2, Formula, Insert Graphs, Print layout, Print, Export to PDF	5. Presentation using Ms powerpoint, add slides, themes, animation, timing, auto play, convert to video
6. Presentation using Ms PowerPoint, add slides, themes, animation, timing	6. Internet, Browser, Email, Writing professional email, Download contents
7. Internet Part 1 Internet, Browser, Read, Stream and Download Contents (Text, Images, Audio and Video), Good Practices and Security, Use of Pen drive to save contents, Use of online software and Utilities	7. Social Media, Create Youtube channel, Facebook Page, Administer a professional Facebook page, Security and Data Protection
8. Internet Part 2 Create email, send and receive email, attachment. How to compose a professional email Social Media sites (Facebook, WhatsApp), Use of online software and Utilities	8. Other Software and Utilities Use of online software and Utilities including Google docs, Online and offline PDF manipulations, Edit and Sign PDF documents Compress and Extract files, Scan PC

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