

1. Digital Documentation (Advanced)

Session 1: Apply Styles to the Document

Session 2: Insert and Use Images In A Document

Session 3: Create and Use Template

Session 4: Create Table Of Contents

Session 5: Implement Mail Merge

2. Electronic Spreadsheet(Advanced)

Session 1: Analyze Data Using Scenarios and Goal Seek

Session 2: Link Spreadsheet Data

Session 3: Share and Review a Document

Session 4: Macros in Spreadsheet

3. Database Applications(Basic)

Session 1: Introduces Databases

Session 2: Creating a Database and Tables

Session 3: Perform Operations on Tables

Session 4: Retrieve Data Using Query

Session 5: Using form Wizard

Session 6: Using Report Wizard

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4. Web Applications and Security

Session 1: Working with Accessibility Options

Session 2: Networking fundamentals

Session 3: Introduction to Instant Messaging

Session 4: Chatting with a Contact - Google Hangouts

Session 5: Creating and Publishing Blogs

Session 6: Using Offline Blog Editors

Session 7: Online Transactions

Session 8: Internet Security

Session 9: Maintain Workplace Safety

Session 10: Prevent Accidents and Workplace Emergencies

Session 11: Protect Health and Safety At Work