

THE FUNDAMENTALS OF COMPUTERS

The fundamentals of computers include understanding their components, how they interact, and how they function.

KEY ASPECTS OF COMPUTER FUNDAMENTALS:

Data Processing : The CPU (Central Processing Unit) is the brain of the computer, executing instructions and processing data. **Memory** : Memory stores data temporarily for quick access.

Storage : Storage devices like hard drives and SSDs store data permanently.

Operating System : The operating system manages hardware and software resources and provides an interface for users to interact with the computer, using single user and multi user operating system.

Computer Architecture : Understanding how the different components of a computer are organized and work together is crucial for understanding how computers function, generations and types of computers.

MICROSOFT OFFICE WITH AI TOOLS

Microsoft Copilot : This AI assistant can help with various tasks within MS Office applications like Word, Excel, & PowerPoint, including generating text, summarizing information, and automating tasks.

ChatGPT Integration : It focuses on using ChatGPT to enhance MS Office skills, such as automating data entry, creating content, or generating reports.

Advanced Excel with AI These courses often cover using AI to analyze data, create interactive dashboards, and automate tasks in Excel.

Microsoft Excel : Spreadsheet Creation and Formatting : Creating spreadsheets, formatting cells, and numbers. **Data Entry and Management** : Entering, editing, and managing data. **Formulas and Functions** : Creating and using formulas and functions. **Data Analysis and Visualization** : Using filters, sorting, subtotal reports, and creating charts/graphs. **Advanced Features** : Working with PivotTables, linking multiple sheets, and applying Excel solutions to business cases, Functions like vlookup, hlookup.

Microsoft PowerPoint : Presentation Creation and Formatting : Creating presentations, formatting slides, and using slide masters. **Content Integration** : Importing content from Word, integrating Excel data, and using PowerPoint add-ins. **Slide Design and Presentation** Designing effective slides, using visual aids, and delivering presentations. **Advanced Features** : Applying transitions and animations, managing multiple presentations, and using multimedia.

INTERNET

Web Browsing and the World Wide Web (WWW) : What is the World Wide Web ? Web browsers and their functions, Using a search engine : Understanding Uniform Resource Locators (URLs) : Domain names and IP addresses. Web pages and websites : Internet Services and Applications: E-mail basics : File Transfer Protocol (FTP) Hyperlinks, Understanding passwords and security, Introduction to HTML (HyperText Markup Language).