Computer Office Applications (Nikosh) and Future Technologies

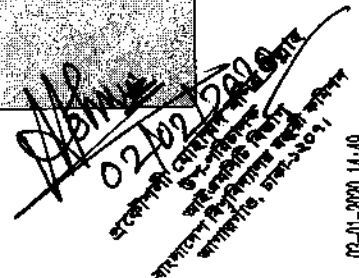|			
Day 1		02/02/ 2020	**Inaugural Ceremony and Introductory Class**	Professor Dr. Md. Sazzad Hossain Member UGC
		02/02/ 2020	**Understanding the Environment of the Microsoft Office 2013 version and differences with older version.** **Creating a Microsoft Word Document** ➤ Starting Microsoft Word ➤ Creating a Document ➤ Saving a Document ➤ Closing a Document **Introduction about MS word 2013 Tabs/Ribbons** ➤ File, Home, Insert, Design, Layout, View, Help, etc.	BCC's Instructor *Mr. Sumon Kumar Patwary. Administrator (BCC).*
Day 2 **Microsoft Office 2013(MS Word)**		03/02/ 2020	**Basic Computer Knowledge**	UGC's Internal Officer
		03/02/ 2020	**Word Processing in MS Word** ➤ Home tab: Font & Paragraph Customization, Style, Find and Replace	UGC's Internal Officer

			➢ Insert tab: Photo, clip art, table, chart, Header & footer, Smart art, Equation & symbol ➢ Design tab: Styles, Border & shading etc. ➢ Layout Tab: Page setup and printing etc. ➢ Working with tables, columns, and other formatting features. ➢ Work with bullets, indents and line spacing. ➢ Add comments and track changes documents. Newest features of Word , Etc	
Day 3		04/02/ 2020	Future technologies and 4th industrial revolution base on ICT.	**Professor Dr. Md. Sazzad Hossain Member UGC**
		04/02/ 2020	Future technologies and 4th industrial revolution Based on ICT.	**Professor Dr. Md. Sazzad Hossain Member UGC**
Day 4 **Microsoft Office 2013(MS word/Avro/Nikosh)**		05/02/ 2020	**Download/Install Avro and Nikosh** ➢ Introduction of Avro Bangla Keyboard ➢ Download and Install Avro ➢ Download and Install Nikosh Font	UGC's Internal Officer
		05/02/ 2020	**Writing Bangla with Avro Phonetic** ➢ অভ্র ব্যবহার করে নিকস ফন্টে স্বরবর্ণ লিখা ➢ অভ্র ফনেটিকে স্বরবর্ণের সংক্ষিপ্ত রুপ লিখা ➢ অভ্র ফনিটিক এ বিশেষ নিয়মে স্বরবর্ণ লিখা	UGC's Internal Officer
Day 5 **Microsoft Office 2013(MS word/Avro/Nikosh)**		06/02/ 2020	**Writing Bangla with Avro Phonetic** ➢ অভ্র ব্যবহার করে নিকস ফন্টে ব্যঞ্জনবর্ণ লিখা ➢ অভ্র ফনেটিকে ব্যঞ্জনবর্ণের সংক্ষিপ্তরুপ(ফলা) লিখা ➢ অভ্র ফনিটিক এ ব্যঞ্জন বর্ণের বিশেষ নিয়ম	UGC's Internal Officer
		06/02/ 2020	**Writing Bangla With Unicode and Use Converter** ➢ অভ্র ফনেটিক ব্যবহার করে যুক্তাক্ষর লিখা ➢ অফলাইন নিকস কনভার্টার ব্যবহার ➢ অনলাইন নিকস কনভার্টার ব্যবহার	UGC's Internal Officer

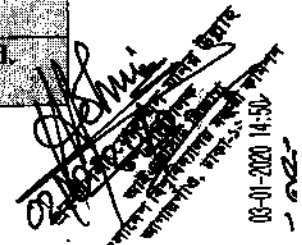|				
Day 6 **Microsoft Office 2013(MS PowerPoint)**		09/02/2020	**Exploring Power Point** ➢ Start MS PowerPoint ➢ Introduction of PowerPoint 2013(Ribbons/Tabs) ➢ Using Built in Power Point template ➢ Add, Delete and Re-arrange Slides ➢ Insert Date and Time ➢ Insert Page number/Slide Number ➢ Slide Show in PowerPoint ➢ Page setup and Printing Audience Handouts	UGC's Internal Officer
		09/02/2020	**Working With Image, Table and Chart/Graphs** ➢ Insert Table and add information into Table ➢ Change Image Brightness/Contrast ➢ Use image as Washout ➢ Create a Chart/Graph ➢ Add Title in a Chart/Graph ➢ Add Data Label in a Chart/Graph ➢ Add Gridline in a Chart/Graph ➢ Add Legend in Chart/Graph ➢ Change Chart/Graph type	UGC's Internal Officer
Day 7 **Microsoft Office 2013(MS PowerPoint)**		10/02/2020	**Working with Background, Animation, Effects, Transitions etc.** ➢ Slide Background Format ➢ Slide Background Styles ➢ Add animation in Slide Contents ➢ Effect options ➢ Slide Transition ➢ Add animated sound ➢ Slide show continuously **Advance Use of PowerPoint** ➢ Insert Audio and Video into Slide ➢ Insert Header and Footer ➢ Convert PPTX to DOCX ➢ Save Slide as PDF Format ➢ Save slide as MP4/Video Format ➢ Re-Use Slides ➢ Hyper Link slides ➢ Protect your slide by Password **Participant Presentation**	UGC's Internal Officer

		10/02/ 2020	➤ **Accessing the Internet and E-mail** ➤ Browse Web site, Understanding how to search, composing and sending an email via webmail, Managing the inbox, download and install Browser Software, Computer Security and best practices, etc.	UGC's Internal Officer
Day 8		11/02/ 2020	**Networking, Internet and Server Technology**	UGC's Internal Officer
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Day 9 **Microsoft Office 2013(MS Excel)**		12/02/ 2020	**Understand the Environment of the Microsoft Excel** ➤ Working with the Excel environment, Creating and Opening Workbooks, Basic Customization **Understanding and formatting cells-cells** Cells Basic, To drag and drop cells and fill handle, Modifying Columns, Rows, and Cells, Wrapping text and merging cells, Formatting cell and Formatting text and number	BCC's Instructor
		12/02/ 2020	**Simple and complex Formulas** Static Formula Writing –Arithmetic Operators, Formulas with Cell Names and Name Management, Dragging, Clicking, Copying/Pasting of Formula, Preparing Balance Sheet, Invoice	BCC's Instructor
Day 10		13/02/ 2020	**Apply logical functions** ➤ Basic IF function, Multiple/Nested IF, Sumif-sumifs and Counts etc. **Present Summarized Data Graphically** ➤ Column Chart, Bar Chart , Line Chart , Pie Chart & Doughnut Chart, etc. ➤ Project using Excel	BCC's Instructor
		13/02/ 2020	**Closing Class and Closing ceremony**	Professor Dr. Md. Sazzad Hossain