

**Course contents and Schedule: Office Applications & Bangla Unicode
(Draft)**

				Instructor
Day 1	29/07/18	Inaugural Ceremony and Introductory Class		Dr. Md. Khaled Secretary, UGC
	29/07/18	Basic Computer Knowledge Concepts of Operating System, Computer Hardware, Network and Software etc. Understanding the Environment of the Microsoft Office 2007 version and differences with older version.		Md. Anwarul Islam Administrator (IP/VLAN/VPN), BCC
Day 2 Microsoft Office 2007(MS Word)	31/07/18	Word Processing/Microsoft Word <ul style="list-style-type: none"> Document creation, editing, and saving Home tab: Font & Paragraph Customization, Style, Find And Replace Insert tab: Photo, clip art, table, chart, Header & footer, Smart art, Equation & symbol Design tab: Styles, Border & shading etc.		Md. Anwarul Islam Administrator (IP/VLAN/VPN), BCC
	31/07/18	Word Processing/Microsoft Word 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.		Md. Anwarul Islam Administrator (IP/VLAN/VPN), BCC
Day 3 Microsoft Office 2007(MS Excel)	02/08/18	Writing Bangla with Unicode Downloading Nikosh Font, Installing Nikosh Font and Writing Bangla using Nikosh Bangla Font and Convert SutonnyMJ Font to Nikosh Font, etc.		Md. Fazle Karim Prodhan Hardware Engineer, BCC
	02/08/18	Understand the Environment of the Microsoft Excel Working with the Excel environment, Creating and Opening Workbooks ,Basic Customization		Md. Fazle Karim Prodhan Hardware Engineer,

			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 numbers, etc.	BCC
Day 4		05/08/18	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, etc.	Md. Faris Karim Pradhan Hardware Engineer, BCC
Microsoft Office 2007(MS Excel)		05/08/18	Understand the Differences between Formulas and Functions Difference between Formula and Functions ,Essential Statistical Functions , Essential Date Functions , Essential Time Functions	Md. Faris Karim Pradhan Hardware Engineer, BCC
Day 5		07/08/18	Present Summarized Data Graphically Column Chart , Bar Chart , Line Chart , Pie Chart & Doughnut Chart , etc.	Md. Faris Karim Pradhan Hardware Engineer, BCC
Microsoft Office 2007(MS Excel)		07/08/18	Apply logical functions Basic IF function , Multiple/Nested IF ,Sumif-sumifs and Countif-Countifs , etc.	Md. Faris Karim Pradhan Hardware Engineer, BCC
Day 6		09/08/18	Work with Slides Adding & deleting Slides. Adding slides with readymade content, Slide bar, Rearranging Slide bar and sectors Insert Tab Photo, Clip art, table. chart, smart art,3D effect, etc.	Dwijendra Chandra Das Programmer / System Engineer, UGC
Microsoft Office 2007(MS PowerPoint)		09/08/18	Design Tab Page setup, slide orientation, themes, Back ground style etc. Animation Tab custom animation, Transition customization, advanced slide etc.	Dwijendra Chandra Das Programmer / System Engineer, UGC
Day 7		12/08/18	Review Tab Spelling check, comment, protect presentation,	Dwijendra Chandra Das Programmer / System Engineer, UGC
Microsoft Office 2007(MS				

PowerPoint)		12/08/18	Slide show Tab Starting slide shows, set up tools. Printing Audience Handouts	Dwijendra Chandra Das Programmer / System Engineer, UGC
Day 8 Microsoft Office 2007(MS Access)		29/08/18	Access Database concepts 1. What is a database? /What is a relational database? 2. What is a table? /What is a record (row)?/What is a field (column)? 3. The difference between data and information/Data types/Common uses of large-scale databases 4. Database designers, database administrators and database users	Dwijendra Chandra Das Programmer / System Engineer, UGC
		29/08/18	Opening and creating a database 1. Opening a database 2. Creating a new blank database/Adding fields and setting the field type 3. Switching between 'datasheet view' and 'design view'/Creating relationships between tables 4. Creating & Modifying forms	Dwijendra Chandra Das Programmer / System Engineer, UGC
Day 9		03/09/18	Networking, Internet and E-Commerce	Mohammad Maksudur Rahman Bhuiyan Additional Director, IMCT
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Day 10		05/09/18	Accessing the Internet and E-mail Going to a specific Web site, Understanding how to search, Composing and sending an email message, Managing the inbox, Computer Security and best practices, etc.	Md. Aminul Islam Administrator (IP/VLAN/VPN), BCC
		05/09/18	Closing Class and Closing ceremony	Kh. Hamidur Rahman Director, IMCT