



PEBCA ACADEMY OF PROFESSIONAL EDUCATION

AND BUSINESS COALITION

RAWALAKOT

COURSE CONTENTS OUTLINE

COMPUTER

ADVANCE

COURSE

COMPUTER PROFESSIONAL COURSE OUTLINE

LECTURE NO 1

MICROSOFT WORD

S.NO	Home Tab
1.	Introduction of Ms-Word
2.	Open Blank Document In Ms-Word
3.	Save A File
4.	Write Text With Random Formula
5.	Clipboard Panel(Cut,Copy,Paste)
6.	Undo,Redo
7.	Font Panel+Format Painter
8.	Paragraph Panel
9.	Editing Panel
10.	Assignment (Make Any Form)
Insert Tab	
11.	Insert Picture And Text Box
12.	Assignment(Admission Form)
13.	Insert Shapes,Edit Shapes,Insert Signature,Date
14.	Assignment Certificate
15.	Insert Cover Page,Insert Quick Parts
16.	Assignment Cover Page
17.	Assignment Make Cv
18.	Insert Table Assignment Make Student Report Card
19.	Assignment English Sub+Obj Paper

20.	Insert Equation And Symbol
21.	Assignment Make Maths Paper
22.	Install Urdu Keyboard Start Urdu Typing In Word
23.	Assignment Make Urdu Form
24.	Assignment Make Urdu Sub+Obj Paper
25.	Insert Formulas In Table
26.	Assignment Make Student Marksheet
27.	Insert Picture ,Picture Format Tab
28.	Insert Online Picture,Video
29.	Insert Smart Art
30.	Insert Chart
31.	Insert Screenshot
32.	Insert Hyperlink(Existing File,Web Page,Email,New Document)
33.	Assignment Make Hyperlinks Of All Word Assignments
34.	Insert Comment,Drop Cap
35.	Insert Table Of Contents
36.	Insert Table Of Figures
37.	Insert Header And Footer Add Different Header,Footer On Different Pages
38.	Insert Bookmark,Cross-Reference
39.	Insert Page Number,Format Pagenumber
40.	Assignment Arrange A Document With Table Of Contents,Figures,Header,Footer(Project Proposal)
41.	Insert Hyperlink(Insert Heading,Bookmarks)

Design Tab	
42.	Design Tab With Table Of Contents
43.	Insert Watermark,Page Color
Page Layout Tab	
44.	Insert Page
45.	Change Page Size,Orientation,Margins
46.	Insert Columns,Line Numbers,Hyphenation
References Tab	
47.	Insert Footnote,End Note
48.	Insert Citation
49.	Used In Table Of Contents And Figures
Review Tab	
50.	Use Spelling And Grammers,Word Count
51.	Translate Paragraph Online
52.	Restrict Editing Put Password On Word Document
View Tab	
53.	Change View Modes
54.	Insert Ruler,Grid Lines
55.	Use Navigation Pane
56.	Use Zoom
57.	View One Page,Multiple Pages
58.	View Pages In Different Windows
59.	Use Of Macros
60.	Assignment Of Macros
Mailing Tab	

61.	This Tab Will Be Explained After Ms Excel
62.	Integrate Ms Excel Result Sheet In Ms Word Through Refrence Tab
63.	Assignment Make Result Card Through Mail Merge
64.	Add Userform Using Visual Basic Language
MICROSOFT POWERPOINT	
Home Tab	
65.	Insert A Blank Presentation
66.	Review Full Home Tab
Insert Tab	
67.	Review Insert Tab Full
Design Tab	
68.	Use Design Tab
69.	Format Background Of Different Slides
70.	Download Data On Any Topic From Internet
71.	Arrange The Data In Ms Word File
72.	Put Data On Different Slides In Ppt
73.	Insert Header Footer,Slide Number,Date And Time
Transition Tab	
74.	Explain Full Transition Tab
75.	Add Timing On Different Slides
76.	Add Sound On Slides
Animation Tab	
77.	Insert Animation On Slides
78.	Insert New Animation On Slides

79.	Insert Audio On Presentation
80.	Insert Video File In Presentation
Slideshow Tab	
81.	Setup Custom Slide Show
82.	Record Slideshow
Review Tab	
83.	Review Full Review Tab
View Tab	
84.	Review Full View Tab
85.	Use Of Macros In Powerpoint
86.	Assignment
87.	Make A Full Attractive Presentation On Any Topic
88.	Make A Photo Album Of Any Event On Powerpoint
89.	Make Animation Video
90.	Save Powerpoint As A Pdf File
91.	Save Photo Album As A Video File
92.	Make Trailer Animation Video For Youtube Channel
93.	Add Userform Using Visual Basic Application
MICROSOFT EXCEL	
94.	Explain Full File Tab In Detail
95.	Explain Full Home Tab In Detail
96.	Explain Full Insert Tab In Detail
97.	Explain Full Page Layout Tab In Detail
98.	Make A Student Report Card In Excel Printable
99.	Explain Formulas Count(All)

100.	Assignment Make A Student Attendance Sheet
101.	Add New Adds in In Excel(Data Analysis,Date And Time)
102.	Explain Formulas Sum-Rank
103.	Assignment Make Result Sheet
104.	Add or Remove A Tab In Excel
105.	Add A Form Tab To Enter Data In Form Layout
106.	Explain V-lookup Formula And Make A Dropdown List
107.	Assignment Make An Automated Report Card Using Vlookup
108.	Add User form On Excel Sheet Using Visual Basic Application
109.	Assignment Make Salary Sheet
110.	Assignment Make Sales Sheet
111.	Assignment Make Professional Attendance Sheet
112.	Make Budget Sheet
113.	Make Idcard Manager Sheet
114.	Explain Full Formula Tab In Detail
115.	Explain Full Data Tab In Detail
116.	Explain Full Review Tab In Detail
117.	Explain Full View Tab In Detail
118.	Add/Remove Protection On Excel Workbook
119.	Add New Developer Tab
120.	Use of Macros
121.	Assignment Make A Speedometer Sheet

122.	Make A Report Card In Word And Integrate It From Excel Sheet
123.	Mail Merge In Word
124.	Explain Formulas 20-30
125.	Explain Formulas From 40-50
126.	Explain Formulas From 60-70
127.	Explain Formulas From 80-90
128.	Explain Formulas From 90-100
URDU INPAGE	
129.	Download and install Urdu inpage
130.	Setup Keyboard To Phonetic
131.	Intro To Tools
132.	Make A Urdu Form In Inpage
133.	Make Style Sheets For Heading And Paragraph
134.	Setting Up Masterpage Layout
135.	Import And Export Text
136.	Make Pdf Files
137.	Copy inpage text to word using software
MICROSOT ACCESS	
138.	Create Blank Database
139.	Add Tables
140.	Create Form Using Table
141.	Create Report Using Table
142.	Make Relationships In Tables

143.	Use Queries On Tables
144.	Make A Student Result Sheet In Access
145.	Make A Student Result Card In Access
MICROSOFT PUBLISHER	
146.	Make a Invitation Card
147.	Make a Poster
148.	Make a Brochure
149.	Make A Baby Photo Album
150.	Make A Flyer
MICROSOT ONE NOTE	
151.	Create A Notebook
152.	Copy Text From Images(Only Images That Contain English Text)
153.	Copy Urdu Text From Images Through Google Documents
MICROSOFT VISIO	
154.	Uninstall Office
155.	Install Microsoft Visio
156.	Install Office
157.	Make Diagrams In Visio
158.	Activity Diagram
159.	Erd Diagram
160.	Context Diagram
161.	Usecase Diagram
MICROSOFT OUTLOOK	
162.	Configure Outlook With Email Account

163.	Send Emails Offline
164.	View Email Attachments Offline
Shortcut keys	
165.	Practice microsoft word shortcut keys
166.	Practice microsoft power point shortcut keys
167.	Practice microsoft excel shortcut keys
168.	Practice inpage shortcut keys
IIINTERNET THINGS	
169.	Download and install browser
170.	Setup settings
171.	Signup/sign in an email id
172.	Send and receive emails
173.	Change account settings
174.	Manage drive
175.	Manage photos
176.	Use document feature
177.	Use translate feature
178.	Overview google sheets
179.	Make google forms
180.	Edit google forms
181.	Make a quiz online
182.	Intro to websites
183.	How to view a website of pc on mobile
184.	Connect localhost to mobile
COMPUTER MAINTENANCE	

185.	Format Usb Drive From Windows
186.	Format Usb Drive,Memory Card Through Commands
187.	Make Bootable Usb Drive Through Commands
188.	Use Usb Show Software To View Hidden Files In Usb
189.	Use Vlc Media Player As A Cctv Camera
190.	Make Usb Drive Bootable Through Software Rufus
191.	Download Win 10 iso
192.	Windows Installation Through Usb Drive
193.	Windows Installation Through Cd
194.	Software Installation
195.	Download Softwares From Internet
196.	Download video compressor and use it
197.	Download video to audio convertor and use it
198.	Download image to text convertor and use it
199.	Crack Trial Software
200.	Download snagit and use it
201.	Download and install screen recorder software on mobile
202.	Download any desk/teamviewer
203.	Control pc through mobile using any desk
204.	Use of sticky notes
205.	Restore picture manager in win10
206.	Crack Windows Password
207.	Hard Disk Partitioning
208.	Data Recovery Through Tools
209.	System Setting

210.	DISPLAY SETTING
211.	Sound Setting
212.	Notification Setting
213.	Power And Sleep
214.	Battery And Storage
215.	Devices Setting
216.	Add Bluetooth Device
217.	Add Printer And Scanner
218.	Mouse Settings,Autoplay Settings
219.	NETWORK AND INTERNET
220.	Connect Wifi And Forget Wifi Password
221.	Connect Two Laptop And Share Data
222.	Review Tab From Word Track Changes Etc
223.	PERSONALIZATION SETTING
224.	Background,Color,Lock Screen ,Themes Setting
225.	Start Setting ,Taskbar Setting
226.	ACCOUNTS SETTING
227.	Create Multiple User Accounts
228.	Change Sign In Options
229.	Create Guest Account
230.	DATE AND TIME SETTINGS
231.	EASE OF ACCESS SETTINGS
232.	Mouse Pointer,Text Cursor,Magnifier,Color Filter,High Contrast
233.	VISION SETTING

234.	High Contrast,Narrator
235.	Search Files
236.	PRIVACY SETTINGS
237.	Background Apps,App Diagonstic
238.	Update And Security
239.	Windows Update,Bacup,Recovery
240.	Troubleshoot, Windows Security
241.	Install Win Rar Application
242.	Compress Files And Folders
243.	WhatsApp Folder To Any Person
244.	Put Password On File, Folder Through Win Rar
245.	Use Bit locker Key To Put Password On Windows Drives
246.	Install Video Compressor
247.	Compress Videos
248.	Download And Install Online Driver Pack Solution
249.	Install All Missing Drivers In Windows
250.	Download Software To Make Editable Pdf Documents
251.	How To Create An Email Id Use Email Features
OPERATING SYSTEM	
252.	Use Commands To Operate Computer System
DOCUMENT PRINTING AND SCANNING	
253.	Print One Sided Documents
254.	Print Double Sided Documents
255.	Photocopy Documents
256.	Scan Documents

257.	Install printer and scanner
258.	Make Pdf Documents
259.	Convert Pdf To Any File Online
260.	Convert Pdf File In Word Through Software
261.	Download Free Download Manager And Download Files
262.	Improve picture quality
263.	Download high quality images
264.	Use filehippo.com
265.	Use getinto pc.com
266.	Use freepik.com
267.	Usepixabey.com
THEORY CONTENTS	
268.	Lecture chapter no 1
269.	Lecture chapter no 2
270.	Lecture chapter no 3
271.	Lecture chapter no 4
272.	Practice of chapter no 4
273.	Lecture chapter no 5
274.	Lecture chapter no 6
275.	Lecture chapter no 7
276.	Practical operating system commands
277.	Lecture chapter no 8
278.	Practical tips and tricks
PAPERS	
279.	Paper of chapter no 1

280.	Paper of chapter no 2
281.	Paper of chapter no 3
282.	Paper of chapter no 5+6
283.	Paper of chapter no 7
284.	Paper of chapter no 8
285.	Paper of word short cut keys
286.	Paper of power point short cut keys
287.	Paper of excel short cut keys
288.	Paper of in page short cut keys
practicals	
289.	Practical of Microsoft word
290.	Practical of Microsoft PowerPoint
291.	Practical of Microsoft Excel
292.	Practical of Microsoft visio
293.	Practical of Microsoft access
294.	Practical of urdu inpage
295.	Practical of word short cut keys
296.	Practical of power point short cut keys
297.	Practical of excel short cut keys
298.	Practical of inpage short cut keys
299.	Typing test
300.	Practical of internet