



# **Course Title:** Professional Computer Operator Course for 8th Grade

**Course Duration:** 12 Weeks

**Course Description:** This Professional Computer Operator Course is designed to provide 8th-grade students with essential computer skills to prepare them for the digital world. The course will cover the basics of typing, web browsing using Google Chrome, and the fundamentals of Microsoft Office applications including MS Word, MS Excel, and MS PowerPoint. By the end of this course, students will be equipped with valuable computer skills that will be beneficial throughout their academic and professional lives.

## **Course Objectives:**

1. Develop proficient typing skills to improve speed and accuracy.
2. Learn how to effectively use Google Chrome for web browsing.
3. Gain a foundational understanding of MS Excel for data organization and analysis.
4. Master the basics of MS Word for document creation and editing.
5. Create and deliver basic presentations using MS PowerPoint.

## **Week 1-2: Typing Skills**

1. Introduction to touch typing
2. Home row keys and finger placement
3. Basic typing exercises and practice
4. Improving typing speed and accuracy

## **Week 3-4: Web Browsing with Google Chrome**

1. Introduction to web browsers
2. Navigating Google Chrome's interface
3. Searching the web using Google



4. Bookmarking and managing favorite websites

## **Week 5-6: Introduction to Microsoft Word**

1. Getting started with MS Word
2. Creating, opening, and saving documents
3. Formatting text and paragraphs
4. Working with fonts, colors, and styles
5. Page layout and margins

## **Week 7-8: Microsoft Word Intermediate**

1. Tables and lists
2. Headers, footers, and page numbers
3. Spell checking and grammar
4. Inserting images and shapes
5. Printing and sharing documents

## **Week 9-10: Microsoft Excel Basics**

1. Introduction to MS Excel
2. Creating and formatting spreadsheets
3. Data entry and manipulation
4. Basic formulas and functions
5. Sorting and filtering data

## **Week 11-12: Microsoft PowerPoint Basics**

1. Introduction to MS PowerPoint
2. Creating a new presentation
3. Adding slides and content
4. Design and layout options
5. Presenting and sharing your work



## **Introduction to Academy Website (sanaullahacademy.com)**

1. Learn how to explore different options
2. How to access Students dashboard
3. How to access study material

### **Course Materials:**

- A computer with Microsoft Office software (Word, Excel, PowerPoint) installed
- Access to the internet and Google Chrome
- Typing software for practice

By the end of this Professional Computer Operator Course, 8th-grade students will have gained the essential computer skills needed to improve their typing speed, effectively browse the web, and work with Microsoft Office applications. These skills will be valuable both academically and in their future careers.