

Main Topics of the Course:

- **Introduction to Information Technology**
- Concept of Computers and Their Types
- Components of a Computer (Hardware and Software)
- Operating Systems and Application Software
- **Computer Use and File Management**
- Working with the Desktop
- Managing Files and Folders
- Basic System Settings
- **Word Processing (Microsoft Word)**
- Creating and Formatting Documents
- Using Tables and Images
- Page Setup and Printing
- **Spreadsheets (Microsoft Excel)**
- Data Entry and Processing
- Using Formulas and Functions
- Creating Charts
- **Presentations (Microsoft PowerPoint)**
- Slide Design
- Adding Effects and Transitions
- Slide Show and Exporting
- **Databases (Microsoft Access)**
- Introduction to Databases
- Creating Tables and Queries
- Forms and Reports
- **Information and Communication (Internet and Email)**
- Safe Browsing on the Internet
- Using Search Engines
- Creating Email Accounts and Sending Messages