

Computer Fundamentals

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Basics of Computer

- Buttons and Ports on A Desktop Computer - (video)
- Inside a Desktop Computer - (video)
- Getting to Know Laptop Computers - (video)
- Understanding Operating Systems - (video)
- Understanding applications - (video)
- Setting Up a Desktop Computer - (video)
- Connecting to the Internet - (video)
- Protecting Your Computer - (video)
- Creating a Safe Workspace - (video)

Computer Networking

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- Network Devices - (video)
- Computer Networking - (video)

Concepts of BYOD, Cloud & Mobile Computing

- Concept of BYOD - (video)
- Cloud Computing & Storage - (video)
- Mobile Computing - (video)

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Voice Typing, Transliteration and Regional Language Inputs

- Voice Typing - (video)
- Transliteration and Regional Languages Input - (video)

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Standalone Office Applications

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Word Processing

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- Getting Started - (video)
- Creating and Opening Document - (video)
- Saving and Sharing Document - (video)
- Text Basics - (video)
- Formatting Text - (video)
- Tabs and Indents - (video)
- Lists - (video)
- Page Layout - (video)
- Printing - (video)
- Headers and Footers - (video)
- Page Numbers - (video)
- Pictures and Text Wrapping - (video)
- Shapes - (video)
- Text Boxes - (video)
- Tables - (video)

Presentation

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- Getting Started - (video)
- Creating and Opening Presentation - (video)
- Saving Presentation - (video)
- Slide Basics - (video)
- Applying Themes - (video)
- Applying Transitions - (video)
- Managing Slides - (video)
- Printing - (video)

- Presenting Your Slide Show - (video)
- Lists - (video)
- Inserting Pictures - (video)
- Shapes - (video)
- Aligning, Ordering, and Grouping Objects - (video)
- Animating Text and Objects - (video)
- Inserting Videos - (video)
- Inserting Audio - (video)

Spreadsheet

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- Getting Started - (video)
- Creating and Opening Workbooks - (video)
- Saving and Sharing - (video)
- Cell Basics - (video)
- Modifying Columns Rows and Cells - (video)
- Formatting Cells - (video)
- Understanding Number Formats - (Video)
- Page Layout and Printing - (video)
- Intro to Formulas - (video)
- Relative and Absolute Cell References - (video)
- Functions - (video)
- Freeze Panes and View Options - (video)
- Sorting Data - (video)
- Filtering Data - (video)
- Charts - (video)

Database Management

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- Database Management - (video)

Online Social Collaboration Tools and Meetings Solutions

Cloud Office

- Google G Suite - (Video) [Click here](#)
- Office 365 - (Video)

Social Collaboration Tools and Meeting Solutions

- WhatsApp - (video) [Click here](#)
- NIC Calendar - (video)
- Quiz - NIC mail Calendar
- GIMS - (video)
- Google Calendar - (video)
- Virtual Meeting - (video) [Click here](#)

Basics of Emerging Technologies and Their Applications in Government/ Public Administration

- Artificial Intelligence/ Machine Learning - (video) [Click here](#)
- Blockchain - (video) [Click here](#)
- Internet of Things (IoT) - (video) [Click here](#)
- Data Analytics - (video) [Click here](#)