

## STUDY PLAN

| Class | Date             | Time              | Subject              | Topics                                                                                |
|-------|------------------|-------------------|----------------------|---------------------------------------------------------------------------------------|
| 1     | 24/08/2026 (Mon) | 5:00 PM – 6:00 PM | Computer Fundamental | Introduction of Computer, History of Computer, Usage of Computer, Hardware & Software |
| 2     | 26/08/2026 (Wed) | 5:00 PM – 6:00 PM | Computer Fundamental | Paint                                                                                 |
| 3     | 31/08/2026 (Mon) | 5:00 PM – 6:00 PM | Computer Fundamental | File, Folder & Desktop Management                                                     |
| 4     | 02/09/2026 (Wed) | 5:00 PM – 6:00 PM | MS Word              | Introduction to MS Word, Font Formatting, Paragraph Setup, Page Setup                 |
| 5     | 07/09/2026 (Mon) | 5:00 PM – 6:00 PM | MS Word              | Manual TAB Setup, Ruler Setup                                                         |
| 6     | 09/09/2026 (Wed) | 5:00 PM – 6:00 PM | MS Word              | Bookmark, Comments, Template, Drop Capital, Watermark                                 |
| 7     | 14/09/2026 (Mon) | 5:00 PM – 6:00 PM | MS Word              | Table Creation & Table Setup                                                          |
| 8     | 16/09/2026 (Wed) | 5:00 PM – 6:00 PM | MS Word              | Auto Text, Auto Correct, Spike, Shape, Icon                                           |
| 9     | 21/09/2026 (Mon) | 5:00 PM – 6:00 PM | MS Word              | Macro Setup                                                                           |
| 10    | 23/09/2026 (Wed) | 5:00 PM – 6:00 PM | MS Word              | Header, Footer, Manual Template                                                       |
| 11    | 28/09/2026 (Mon) | 5:00 PM – 6:00 PM | MS Word              | Hyperlink one file to another file                                                    |
| 12    | 30/09/2026 (Wed) | 5:00 PM – 6:00 PM | MS Word              | Style, Style Shortcut Key                                                             |
| 13    | 05/10/2026 (Mon) | 5:00 PM – 6:00 PM | MS Word              | Mail Merge                                                                            |
| 14    | 07/10/2026 (Wed) | 5:00 PM – 6:00 PM | MS Excel             | Introduction to MS Excel                                                              |
| 15    | 12/10/2026 (Mon) | 5:00 PM – 6:00 PM | MS Excel             | Cell Reference & Define Name                                                          |
| 16    | 26/10/2026 (Mon) | 5:00 PM – 6:00 PM | MS Excel             | Conditional Formatting                                                                |
| 17    | 28/10/2026 (Wed) | 5:00 PM – 6:00 PM | MS Excel             | Auto Filter & Advance Filter                                                          |
| 18    | 02/11/2026 (Mon) | 5:00 PM – 6:00 PM | MS Excel             | Goal Seek & Solver                                                                    |
| 19    | 04/11/2026 (Wed) | 5:00 PM – 6:00 PM | MS Excel             | Data Validation & Data Form                                                           |

| Class | Date             | Time              | Subject       | Topics                                         |
|-------|------------------|-------------------|---------------|------------------------------------------------|
| 20    | 16/11/2026 (Mon) | 5:00 PM – 6:00 PM | MS Excel      | Macro Setup                                    |
| 21    | 18/11/2026 (Wed) | 5:00 PM – 6:00 PM | MS Excel      | Chart Description                              |
| 22    | 23/11/2026 (Mon) | 5:00 PM – 6:00 PM | MS Excel      | Comments, Hyperlink & Watermark                |
| 23    | 25/11/2026 (Wed) | 5:00 PM – 6:00 PM | MS Excel      | IF Function                                    |
| 24    | 30/11/2026 (Mon) | 5:00 PM – 6:00 PM | MS Excel      | VLOOKUP, HLOOKUP, XLOOKUP                      |
| 25    | 02/12/2026 (Wed) | 5:00 PM – 6:00 PM | MS Excel      | Pivot Table & Pivot Chart                      |
| 26    | 07/12/2026 (Mon) | 5:00 PM – 6:00 PM | MS PowerPoint | Power Point Presentation                       |
| 27    | 09/12/2026 (Wed) | 5:00 PM – 6:00 PM | MS PowerPoint | Duplicate Slide, Reuse Slide                   |
| 28    | 14/12/2026 (Mon) | 5:00 PM – 6:00 PM | Internet      | Internet Theory                                |
| 29    | 16/12/2026 (Wed) | 5:00 PM – 6:00 PM | Internet      | Google Sheet, Drive, Google Form, Google Suite |
| 30    | 21/12/2026 (Mon) | 5:00 PM – 6:00 PM | Revision      | Revision                                       |