

STUDY PLAN

Date	Time	Subject	Topics
22/09/2026 (Mon)	8:00 PM – 9:00 PM	Computer Fundamental	Introduction of Computer, History of Computer, Usage of Computer, Hardware & Software
23/09/2026 (Wed)	8:00 PM – 9:00 PM	Computer Fundamental	File, Folder & Desktop Management
25/09/2026 (Fri)	8:00 PM – 9:00 PM	MS Word	Introduction to MS Word, Font Formatting, Paragraph Setup, Page Setup
28/09/2026 (Mon)	8:00 PM – 9:00 PM	MS Word	Manual TAB Setup, Ruler Setup
30/09/2026 (Wed)	8:00 PM – 9:00 PM	MS Word	Bookmark, Comments, Template, Drop Capital, Watermark
02/10/2026 (Fri)	8:00 PM – 9:00 PM	MS Word	Table Creation & Table Setup
05/10/2026 (Mon)	8:00 PM – 9:00 PM	MS Word	Auto Text, Auto Correct, Spike, Shape, Icon
07/10/2026 (Wed)	8:00 PM – 9:00 PM	MS Word	Macro Setup
09/10/2026 (Fri)	8:00 PM – 9:00 PM	MS Word	Header, Footer, Manual Template
12/10/2026 (Mon)	8:00 PM – 9:00 PM	MS Word	Hyperlink one file to another file
28/10/2026 (Wed)	8:00 PM – 9:00 PM	MS Word	Style, Style Shortcut Key
30/10/2026 (Fri)	8:00 PM – 9:00 PM	MS Word	Mail Merge
02/11/2026 (Mon)	8:00 PM – 9:00 PM	MS Excel	Introduction to MS Excel
04/11/2026 (Wed)	8:00 PM – 9:00 PM	MS Excel	Cell Reference & Define Name
06/11/2026 (Fri)	8:00 PM – 9:00 PM	MS Excel	Conditional Formatting
09/11/2026 (Mon)	8:00 PM – 9:00 PM	MS Excel	Auto Filter & Advance Filter
11/11/2026 (Wed)	8:00 PM – 9:00 PM	MS Excel	Goal Seek & Solver
13/11/2026 (Fri)	8:00 PM – 9:00 PM	MS Excel	Data Validation & Data Form
16/11/2026 (Mon)	8:00 PM – 9:00 PM	MS Excel	Macro Setup
18/11/2026 (Wed)	8:00 PM – 9:00 PM	MS Excel	Chart Description
20/11/2026 (Fri)	8:00 PM – 9:00 PM	MS Excel	Comments, Hyperlink & Watermark
23/11/2026 (Mon)	8:00 PM – 9:00 PM	MS Excel	IF Function
25/11/2026 (Wed)	8:00 PM – 9:00 PM	MS Excel	VLOOKUP, HLOOKUP, XLOOKUP
27/11/2026 (Fri)	8:00 PM – 9:00 PM	MS Excel	Pivot Table & Pivot Chart
30/11/2026 (Mon)	8:00 PM – 9:00 PM	MS PowerPoint	Power Point Presentation
02/12/2026 (Wed)	8:00 PM – 9:00 PM	MS PowerPoint	Duplicate Slide, Reuse Slide