

Day	Category	Sub Category	Class Duration
Day - 1	Personalisation	File create, Folder, Download, Save, Formatting	2 hours
		Windows Explorer, File Installation, Control Panel	
Day - 2	MS Word	MS Word Introduction, Invoice Creation	2 hours
		Letter Writing	
Day - 3	MS Word	CV/ Resume Creation, CV Creation Ettiquate, Tips & Tricks	2 hours
Day - 4	MS Excel	Function, Formatting, Calculation, Tools	2 hours
Day - 5	MS Excel	Budget Preparation, Employee Data Management	2 hours
Day - 6	MS Excel	Salary Sheet Creation, Graphical Presentation	2 hours
Day - 7	PowerPoint	Tools, Layout, Theme, Resource, Presenation Slide Creation	2 hours
Day - 8	PowerPoint	Template Redesign, Resource	2 hours
Day - 9	PowerPoint	Custom Design, Graphical Presentation Creation	2 hours
Day - 10	Google Drive Function	Docs, Sheets, Slides, Forms Creation, Calender, Photos, Maps	2 hours
Day - 11	Internet Browsing & Email	Google Chrome, Chrome Extension, Other Browser, Emailing and Ettiquete	2 hours
Day - 12	Social Media	Facebook page creation, group creation, event creation & Insights	2 hours

Day	Category	Sub Category	Class Duration
Day - 13	Social Media	LinkedIn Profile, LinkedIn page, LinkedIn Group & Twitter Profile, Hashtag, Insights	2 hours
Day - 14	Social Media	Design for Social Media	2 hours
Day - 15	Presentation	CV/ Invoice, Facebook, LinkedIn, Canva Poster	2 hours
Day - 16	Review Class	Whole Course Review	2 hours