

Government of the people's Republic of Bangladesh
Skill Development Training Center
Urban Social Services Office
Meherpur.

Class Routine for 29th Batch
(January 2020 to February 2020)

S.M. Rasel (SMR)

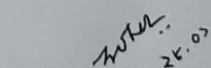
Nayon Tara Nisat (NTN)

Omar Faruk Mamun (OMF)

Date	1st Session	2nd Session	3rd Session	Topics
28.01.2020	OMF	NTN	SMR	Types of Memory, Bit, Byte, Describe Virus and Anti Virus.
29.01.2020	OFM	NTN	SMR	Describe Screen Icon, file folder, opening system software.
30.01.2020	SMR	OFM	NTN	Review of the Previous Classes
02.02.2020	SMR	OFM	NTN	Desktop icons for navigation, Rename a folder, paste a file or folder. Install or Uninstall basic Software.
03.02.2020	NTN	SMR	OFM	Getting Started Wit Word, Home , Mailings Review Details
04.02.2020	OFM	NTN	SMR	Editing Document. Insert Details
05.02.2020	OFM	NTN	SMR	Page Layout References, Add - Ins
06.02.2020	SMR	OFM	NTN	Review of the Previous Classes
09.02.2020	SMR	OFM	NTN	Formatting Text.
10.02.2020	NTN	SMR	OFM	Using Automated Formatting, Editing and Proofing Tools.
11.02.2020	OFM	NTN	SMR	Working With Graphics and Tables..
12.02.2020	OFM	NTN	SMR	Using Macros
13.02.2020	NTN	SMR	OFM	Review of the Previous Classes
16.02.2020	SMR	OFM	NTN	Working With Tables of contents and Index.
17.02.2020	NTN	SMR	OFM	Long Documents Formats, Use Shortcuts Keys In MS Word.
18.02.2020	OFM	NTN	SMR	Learning Worksheet Fundamentals
19.02.2020	OFM	NTN	SMR	Editing and Formatting Worksheets and
21.02.2020	OFM	SMR	NTN	Review of the Previous Classes
23.02.2020	SMR	OFM	NTN	Worksheet Cells.
24.02.2020	NTN	SMR	OFM	Changing Print Options
25.02.2020	OFM	NTN	SMR	Rows/Columns/Worksheets/Workbooks
26.02.2020	OFM	NTN	SMR	Working with Chart,
27.02.2020	NTN	OFM	SMR	Review of the Previous Classes


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Principle

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