Course on Basic Computer Training for Integrated and Special Schools for Blind and Visually Impaired Students
Prepared by Access Planet Organization

Week 1 and 2

- Introduction to computer
- Key board orientation
- Basic typing skills
- Familiarizing with NVDA screen reader's voice

Week 3-6, desktop and Microsoft word

- Desktop and its components
- Tree view and how to move on tree view
- Opening Microsoft Word
- Saving a document
- MSword menus
- Reading layout and selection
- Cut, copy and paste
- Saving a document directly in folder
- Spelling and grammar check
- Drives and creating folder, copy, delete, paste in folder, rename.
- Formatting a document
- Bullet and numbering, heading
- Page Break
- Word count
- Synonym
- Table of content
- Table
- To create shortcut for the desk top
- Date and time
- Maximize and minimize
- Full screen
- Recycle beans

Week 7, Screen reader NVDA

- Introduction to NVDA
- Installing NVDA
- Menus and description

Week8 and 9, Excel

- Introduction to excel and its menus
- Creating name list,
- Invoice
- Mark sheet
- Inserting and deleting rows, colon, sheet
- Merge and unmerge
- Formatting document in excel

Week 10, Nepali fonts and typing

- Orientation on Nepali typing
- Nepali typing and editing
- Installing Nepali fonts
- Nepali spell checker

Week 11 to 12, Email and internet

- To connect to Wifi
- Gmail: creating new Gmail account, sign in and sign out, checking inbox, compose, reply, quick reply, forward, single attachment, multiple attachment, download attachment, gyp and un-gyp
- Google search
- Tips for google search
- Download

Week 13, MS PowerPoint

- Introduction to PowerPoint
- Creating presentation: adding slide, deleting slide,
- Menus under PowerPoint
- Transition, animation, design
- Presentation with PowerPoint