Republic of Iraq
The Ministry of Higher Education
& Scientific Research

University: Shatt Al-Arab University college
College: Shatt Al-Arab University college
Department: Department of Computer Sciences
Stage: First
Lecturer name: Khalid Hameed
Academic Status: Assist Instructor
Qualification: Master Degree
Place of work: Shatt Al-Arab University college

Course Weekly Outline

Course Instructor	Khalid Hameed Zuboon
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Title	Computer
Course Objective	This course focuses on understanding the basic principles of the computer and covers various applications in it, such as methods of word processing, electronic tables, presentations, graphics, spreadsheets, database and communications.
Textbook	Microsoft PowerPoint 2010
References	- https://www.microsoft.com/fr-fr/microsoft 365/blog/2018/09/24/office-2019-is-now-available-for-windows and-mac/. - https://products.office.com/en-us/previous-versions/microsoft-excel 2007. - Open Old Powerpoint Presentations in Office 2007 and Office 2010

Course Assessment	First Term Exam	Second Term Exam	Quizzes	Attendance	Final Exam
	15	15	5	5	60

Course weekly Outline

week	Topics Covered	week	Topics Covered
1	Introduction to Computer Applications	16	Microsoft PowerPoint
2	Microsoft Excel 2010	17	Introduction
3	The Main Interface	18	User Interface
4	Create a Table	19	Prepare a Slide
5	General Settings	20	Custom Animation
6	Create Series	21	File Storage formulas
7	Functions	22	Prepare a Multi-slide Project
8	Quiz	23	Quiz
9	Create a Function	24	Prepare an Interactive Show
10	Save the File	25	Prepare a Photo Album
11	Data Management	26	Managing and Printing files
12	Ranking and Filtering	27	Run the Spell Checker
13	Object and Graphic Management	28	Slide Style
14	Header and Footer	29	Use and Create a PowerPoint Template
15	**Exam**	30	General Review

Instructor Signature: **Head of Dept. Signature:**