Program name	Duration:	Trainee entry level
4 ComputerUse in Office Work Course	6 months 120 training hours	Primary school certificate at least

Design of this program:

This program or course aims to provide trainees with basic and advanced computer skills in an office environment, using popular office software such as Microsoft Office. Trainees learn how to use word processing programs, spreadsheets, presentations, email, and file organization, in addition to the principles of digital printing and time management.

The general objective of the program:

Learn the principles of rapid typing (in both Arabic and English).
- Learn data entry and formatting techniques.
- Master the use of Microsoft Word for word processing.
- Acquire skills in formatting documents, creating tables, and inserting images and symbols.
- Prepare reports and official correspondence.
- Save and print documents professionally.

Detailed Program Objectives:

First: Data Entry
- Definition of data entry and its types.
- Touch typing skills.
- Training in speed and accuracy.
- Efficient keyboard usage.
- Practical exercises on entering various types of data (text, numbers, symbols).

Second: Word Processing Using Microsoft Word
- Program interface and basic tools.
- Opening and saving documents.
- Formatting fonts and paragraphs.
- Creating and formatting tables.
- Inserting images, symbols, and links.
- (Preparing pages for printing) margins, orientation,
- Spelling and grammar checking.
- Using templates and forms.
- Creating indexes and automatic headings.