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	1.1.2 <i>Working in Different Views</i>	5
	1.1.3 <i>Managing Windows</i>	5
	1.1.4 <i>Setting Display Options</i>	5
	1.1.5 <i>Entering Text</i>	5
	1.1.6 <i>Basic Text Editing</i>	5
	1.1.7 <i>Using the Proofing Tools</i>	5
	1.1.8 <i>Finding and Replacing Text</i>	5
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	1.1.10 <i>Editing PDF Files</i>	10
1.2 Formatting Documents		60
	1.2.1 <i>Specifying Page Settings</i>	10
	1.2.2 <i>Modifying the Background</i>	5
	1.2.3 <i>Inserting Breaks</i>	5
	1.2.4 <i>Adding a Cover Page or Blank Page</i>	5
	1.2.5 <i>Adding Headers or Footers</i>	10
	1.2.6 <i>Paragraph Formatting</i>	5
	1.2.7 <i>Character Formatting</i>	10
	1.2.8 <i>Working with Styles</i>	5
	1.2.9 <i>Merge Formatting</i>	5
1.3 Sharing Word Documents		60
	1.3.1 <i>Choosing a File Format</i>	10
	1.3.2 <i>Emailing Word Documents</i>	10
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	2.2.3 <i>Adding and Deleting Slides</i>	5
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2.3 Wrapping up a Presentation		90
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	2.3.1 <i>Animating Objects and Text</i>	15
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	2.3.8 <i>Delivering the Presentation</i>	10

3.MS EXCEL[incl. Advance]		635 (Minuts)
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3.1 Getting Started with Excel 2013		120
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	3.2.3 <i>Character and Paragraph Formatting</i>	10

	3.2.4 <i>Fitting Text Within a Cell</i>	10
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	3.2.8 <i>Removing, Replacing, and Reusing Formats</i>	15
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	3.2.10 <i>Formulas and Functions</i>	15
	3.2.11 <i>About Cell References</i>	20
	3.2.12 <i>Formula Essentials</i>	10
	3.2.13 <i>Creating Formulas</i>	10
	3.2.14 <i>Editing Formulas</i>	15

	3.2.15 <i>Troubleshooting Tips</i>	10
3.3 <i>Advance Formulas and Functions</i>		60
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	3.5.2 <i>Creating a Chart</i>	10
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4.Revision and Preparation for Examination		120 (Minuts)

Cyber Security 4 Hours (Cyber Security 4 Hours)

Duration: 4 hrs

1.Introduction to concept of Hacking and its types	60 (Minuts)
2.Information gathering using Google keywords, E-Mails: Exploitation and Security	60 (Minuts)
3.Operating System Hacking and Security	60 (Minuts)
4.Mobile Hacking – VOIP, Android Spying	60 (Minuts)