

Document Number 1

Tech Empowerment Program

From Basics to Brilliance

Version 1.0

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Tech Empowerment Program

Unlock the world of technology with our engaging program for students. Learn essential computer skills, master Microsoft Office (Word, PowerPoint, Excel, Paint), and explore the internet safely. Gain hands-on experience in document creation, presentations, and spreadsheets. Plus, get introduced to AI and digital literacy to prepare for the future. Join us and step into the digital age with confidence!

Target Audience: Girls

- **Age Group:** Girls from **Grade 5 to 12**
- **Skill Level:** Beginner to Intermediate (No prior computer knowledge required)
- **Background:** Girls who may not have access to computers at home but want to develop essential tech skills
- **Goal:** To empower young girls with fundamental and practical computer skills, helping them confidently use technology for education and future career opportunities

Curriculum Overview

1. Basic Computer Skills & Software

- Microsoft Windows (Basic navigation, file management)
- Microsoft Word (Document creation, formatting, and editing)
- Microsoft PowerPoint (Creating presentations with text, images, and animations)
- Microsoft Excel (Basic spreadsheet functions, tables, and simple formulas)
- Microsoft Paint (Basic drawing and design)

2. Typing & Digital Literacy

- Online Typing Tools (Typing.com, RapidTyping, etc.)
- Internet Browsers (Google Chrome, Mozilla Firefox, Microsoft Edge)
- Email Basics (Gmail, Outlook – creating, sending, and managing emails)
- Online Learning Platforms (YouTube, Khan Academy, Coursera)
- Cyber Safety Tools (Safe browsing, strong passwords, avoiding scams)

3. Artificial Intelligence (AI) Awareness

- AI-Powered Tools (Chatbots, voice assistants like Google Assistant, Siri)
- AI Image Generators (Exploring AI tools like Canva AI, DALL•E)
- Basic Machine Learning Concepts (Introduction to how AI learns from data)
- Responsible AI Usage (Ethics, digital responsibility)

Here's a **two-week schedule** with **five days per week** and **two-hour classes each day**, ensuring balanced learning and practical application:

Week 1

Day 1: Introduction to Computers

- What is a Computer? (Definition, types)
- Parts of a Computer (Monitor, CPU, Keyboard, Mouse, etc.)
- Input & Output Devices
- How to Turn On & Shut Down a Computer Properly

Day 2: Basic Computer Usage & Windows Navigation

- Basic Keyboard & Mouse Usage (Left-click, Right-click, Typing Practice)
- Introduction to Windows (Desktop, Icons, Files, Folders)
- Safe Handling & Maintenance of Computers

Day 3: Microsoft Paint

- Introduction to Paint & Its Uses
- Drawing & Coloring Tools
- Using Shapes, Brushes, and Erasers
- Saving & Printing Artwork

Day 4: Microsoft Word (Part 1)

- Introduction to Word Processing
- Creating & Saving a Document
- Typing & Formatting Text (Bold, Italics, Underline, Font Size & Color)

Day 5: Microsoft Word (Part 2)

- Adding Pictures & Shapes
- Basic Tables & Bulleted Lists
- Page Setup & Printing Documents

Week 2

Day 6: Microsoft PowerPoint (Part 1)

- Introduction to PowerPoint Presentations
- Creating a New Presentation
- Adding Text, Images & Slides

Day 7: Microsoft PowerPoint (Part 2)

- Using Animations & Transitions
- Presenting & Saving a Slideshow
- Mini Practice Project

Day 8: Microsoft Excel (Part 1)

- Introduction to Spreadsheets
- Entering Data & Simple Formatting
- Basic Formulas (Sum, Average, Max, Min)

Day 9: Microsoft Excel (Part 2) + Internet Basics

- Creating Basic Charts & Graphs
- Sorting & Filtering Data
- Introduction to the Internet (Safe Browsing, Web Browsers)

Day 10: Email & AI Awareness

- Creating & Using an Email Account (Gmail, Outlook)
- Writing & Sending an Email (Attachments & Safety)
- Introduction to AI: What it is and how it's used
- Hands-on AI Activities: Exploring chatbots, AI image generators

Additional Skills & Activities

- BASIC TYPING PRACTICE (USING ONLINE TYPING GAMES)
- USING ONLINE LEARNING RESOURCES (YOUTUBE, KHAN ACADEMY, ETC.)
- CYBER SAFETY & RESPONSIBLE COMPUTER USE
- BASIC FILE MANAGEMENT (CREATING, RENAMING, DELETING, MOVING FILES & FOLDERS)
- INTRODUCTION TO AI & DIGITAL CREATIVITY (EXPLORING REAL-WORLD AI APPLICATIONS)

Final Project

- Each student will complete a simple project using:
- MS Word: Writing a short essay with proper formatting.
- MS PowerPoint: Creating an engaging presentation.
- MS Excel: Designing a simple budget or school timetable.
- AI Exploration: Interacting with an AI tool (optional for senior students).