

Document Number 1

# **Tech Empowerment Program**

## **From Basics to Brilliance**

Version 1.0

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# Tech Empowerment Program

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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).