**জাতীয় কম্পিউটার প্রশিক্ষণ ও গবেষণা একাডেমী (নেকটার)**

**কারিগরি ও মাদ্রাসা শিক্ষা বিভাগ**

**শিক্ষা মন্ত্রণালয়**

**বগুড়া, বাংলাদেশ।**

[www.nactar.gov.bd](http://www.nactar.gov.bd)

**Digital Content Development**

**Syllabus**

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| --- | --- | --- |
| **S.no.** | **Topic** | **Hours** |
| 1 | **Internet:**   * How to use Browser * How to use Internet * How to download image, audio, video files from Internet. | 3hrs |
| 2 | **Email:**   * How to create email account * Use Email Account all setting | 3hrs |
| 3 | **Digital Literacy:**   * Use google drive * Use google map * How to create teachers.gov.bd and muktopaath.gov.bd website account. | 3hrs |
| 4 | **Online Class Software**   * Zoom * Skype * Google Meet * Any Desk * Team Viewer | 3hrs |
| 5 | **Basic Presentation:**   * Introduction to PowerPoint. * open & save PowerPoint file. * Insert layouts, File formats. * How to copy, cut, paste, undo, redo. * Adding Text to slides. * How to use Textbox. * Font Formatting. * Bullets, Tabs, Spell Checking. * Font color, Font background color, Strikethrough, Superscript, Subscript, Bold, Italic, Uppercase, Lowercase, Text case, Font size, Font type, Character spacing, Word Art | 3hrs |
| 6 | **Insert Tab**   * Table * Picture * Shape * Smart Art * Chart | 3hrs |
| 7 | **Insert Tab**   * Link * Comment * Header, Footer, Slide Number * Word Art * Object * Equation * Symbol * Audio * Video * Screen Recoding | 3hrs |
| 8 | **Design Tab**   * Theme Change * Slide Size Change * Format Background | 3hrs |
| 9 | **Transitions & Animation**   * Add Transition * Change Sound, Duration, slide show option * Add Animation-part-01 | 3hrs |
| 10 | **Transitions & Animation**   * Add Animation-part-02 * Trigger * Use Animation Pointer * Animation Start, Duration, Delay Option | 3hrs. |
| 11 | **Slide show and View Tab**   * Customize Slide Show option * Record Slide Show * Muster Slide Show * Print Setup | 3hrs. |
| 12 | **Power Point Project**   * Submit PowerPoint Project | 3hrs. |
| 13 | **Image Editing Online Tools**   * Remove.bg * Canva.com * imageonline.co * pixlr.com etc | 3hrs. |
| 14 | **Video Editing Basic Tools**   * Import Footages * Tools and Panel * Start Editing | 3hrs. |
| 15 | **Editing Basic**   * Control Panel * Apply Effects * Key Frame * Color Adjustment | 3hrs. |
| 16 | **Class 3 Title Design**   * Legacy Title * Title Animation * Subtitle Making | 3hrs. |
| 17 | **Class 4 Sound and music**   * Audio Editing * Filter and Effects * Noise removes, audio balance | 3hrs. |
| 18 | **Class 5 Green Screen Visual Effects**   * Introduction about Green Screen Project * Keying subject and mask * Editing Final | 3hrs. |
| 19 | **Magical Visual FX**   * Magical VFX Reference * Magic with mask techniques * Clone VFX | 3hrs. |
| 20 | **Final Exam** | 3hrs. |

প্রনয়ণেঃ জনাব মোঃ আবু মুছা

সিনিয়র প্রশিক্ষক (আইসিটি)