**Computer Applications in Sports**

**Course Outline:**

Sports are mainly a physically demanding profession; they too use computers each and every day. The devices are used in a variety of ways to help push sporting organizations towards their goal of success. The course will cover the basics of computer on scientific basis and equip the youth with modern techniques sports.

**Course Contents:**

**Unit # 01**

Introduction to Computer.

History

Generations of Computer

Devices of a Computer

1. Input Devices
2. Output Devices
3. Storage Devices

Basic Concepts of Computer.

**Unit # 02**

Microsoft Office

Microsoft Office Word.

Introduction to M.S Word

Getting Start.

Opening a Document

Saving a Document

Creating a Document

Working with Menu’s & Icons

Working with Short Keys in M.S Word

Working with Work Art toolbar

Working with Formatting Menu

Utilization of Drawing Toolbar

Using Header & Footer

**Unit # 03**

Microsoft Office Excel

An Introduction to Excel

Spread Sheet Features

Working with Menu

Opening & Saving a Spread Sheet

Standard Menu & Formatting in Excel

Formula Bar & Cell Formatting

Working with Excel Tools & Charts

**Unit # 04**

Microsoft Office Power Point

An Introduction to Power Point

Working with Menu

Creating, Opening & Saving PPT.

Working with Icons

Working with Graphics

Slide Show, Slide Shorter

Slide Time and Animation

**Teaching Methods & Techniques:**

1. Lectures
2. Assignments
3. Group Discussions & Presentation
4. Quizzes
5. Practical Work in Lab

**Books and Articles Recommended:**

Computer Application in Business by Tasleem Mustafa

**Video Tutorial Links:**

For M.S Word:

1. [www.youtube.com/watch?v=h30gwD0misA](http://www.youtube.com/watch?v=h30gwD0misA)
2. [www.youtube.com/watch?v=S-nHYzK-BVg](http://www.youtube.com/watch?v=S-nHYzK-BVg)
3. [www.youtube.com/watch?v=CeQGAzU3Qe4](http://www.youtube.com/watch?v=CeQGAzU3Qe4)
4. m.youtube.com/playlist?list=PLzj7TwUeMQ3jkkDD\_N...

For M.S Excel:

1. [www.youtube.com/watch?v=3kNEv3s8TuA](http://www.youtube.com/watch?v=3kNEv3s8TuA)
2. [www.youtube.com/watch?v=7RCdzTpKO0A](http://www.youtube.com/watch?v=7RCdzTpKO0A)
3. [www.youtube.com/watch?v=rwbho0CgEAE](http://www.youtube.com/watch?v=rwbho0CgEAE)

For M.S Power Point:

1. [www.youtube.com/watch?v=XF34-Wu6qWU](http://www.youtube.com/watch?v=XF34-Wu6qWU)
2. [www.youtube.com/watch?v=lbc1HX8Jccw](http://www.youtube.com/watch?v=lbc1HX8Jccw)
3. [www.youtube.com/watch?v=sSS1tu1yQ-Q](http://www.youtube.com/watch?v=sSS1tu1yQ-Q)