

CURRICULUM

ONE YEAR ADVANCED DIPLOMA IN INFORMATION TECHNOLOGY (A.D.I.T)



TRADE TESTING BOARD SINDH

VTI Campus, TTC, Al-Hydery, Block C, North Nazimabad, Karachi, Sindh.
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SEMESTER-I

CONCEPTS OF INFORMATION TECHNOLOGY

Introduction To Computer & Information Technology

- What Is Computer?
- Types Of Computer
- Classifications Of Computer
- A Brief History Of Computer(Generations Of Computer)
- Evolution Of Information Technology

Elements Of Information Technology

- Live ware (Computer Personnel)
- Hardware
- Software
- Firmware

Types Of Software

- System Software (Operating Systems)
- Application Software
- Viruses & Anti viruses

Input / Output (I/O) Devices (Peripherals)

- Magnetic Tapes & Disc Units
- Keyboard , Mouse & Scanners
- Display Monitors & Its Kinds
- Printers & Its Kinds
- Disk Family(Floppy Disk , Hard Disk , Compact Disk &Dvd's ,)
- USB (Flash Memory)

Parts of Computer & Working

- Central Processing Unit (C.P.U)
- Mother Board
- Memory Unit (RAM , ROM , PROM , EPROM , EEPROM and BIOS)
- Keyboard
- Mouse
- LCD / CRT

Data Storage Unit

- Bits
- Bytes
- KB (Kilo Byte)
- MB (Mega Byte)
- GB (Giga Byte)
- T.B (Tera Byte)
- P.B (Peta Byte)
- EB (Exa Byte)

Type of Printer

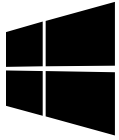
- Laser Printers.
- Inkjet Printers.
- Dot Matrix Printers.
- 3D Printers.

Special Purpose Devices

- Digitizer / Tablet
- Plotter
- Light Pen
- Web Cam (Cameras)



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MICROSOFT WINDOWS

- **Introduction To Windows**
 - What is Operating System
 - Windows History
 - Windows Environment

- **Using the Windows Desktop**
 - Identify Personal Computer Functionality
 - Log On to Windows
 - Explore the Desktop
 - Switch Between Program
 - Start A Program
 - Get Help
 - Using Recycle Bin
 - Log Off Computer
 - Turn Off Computer

- **Display Properties**
 - Set UP A Screen Saver
 - Change Desktop Theme
 - Change Wallpaper
 - Change Desktop Appearance
 - Display Settings
 - Customize the Taskbar

- **Working With File and Folders**
 - Windows Explorer
 - Search for a File or Folder
 - Create a Folder
 - View item in a Folder
 - Create a File
 - Save a File
 - Create a Shortcut to a File or Folder
 - Rename a File or Folder
 - Delete a File or Folder
 - Move or Copy a File or Folder

- **Taskbar Properties**
 - Start Menu
 - Quick Launch Bar
 - Setting of Taskbar & Notification Area

- **Additional Windows Accessories**
 - Typing text with Notepad and WordPad
 - Creating graphics with Paint
 - Performing simple and advanced calculations with the Calculator
 - Taking screenshots with the Snipping tool



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- **Getting Started with Excel 2016**
 - Exploring the Excel Interface
 - Exploring the Ribbon and tabs
 - Understanding the File menu
 - The structure of a worksheet or workbook
 - Using the Formula bar
 - Using the Status bar
 - Navigation and mouse pointers
 - Shortcut menus and the Mini toolbar
 - Creating new files
- **Entering Data**
 - Exploring data entry and editing techniques
 - Entering data with AutoFill
 - Working with dates and times
 - Using Undo and Redo
 - Adding comments
 - Using Save or Save As
- **Adjusting Worksheet Layout and Data**
 - Moving, copying, and inserting data
 - Moving Through Cells
 - Inserting and deleting rows and columns
 - Hiding and un-hiding rows and columns
 - Resizing Rows and Columns
 - Selecting Cells
 - Freeze Panes
 - Applying Background
 - Hide & Unhide Sheet
 - Change Tab Color
 - Finding and replacing data
- **Using Formulas and Functions**
 - Creating simple formulas: Totals and averages
 - Entering Formulas using mathematical operators (+, *, /, -)
 - Creating a percentage-increase formula
 - Working with relative, absolute, and mixed references
 - Using SUM and AVERAGE
 - Using other common functions
- **Formatting**
 - Exploring font styles and effects
 - Adjusting row heights and column widths
 - Working with alignment and Wrap Text
 - Designing borders
 - Exploring numeric and special formatting
 - Formatting numbers and dates
 - Conditional formatting
 - Creating and using tables
 - Inserting shapes, arrows, and other visual features
- **Sorting, Filtration and Validation of Data**
 - Basic Ascending and Descending Sorts
 - Auto and Advance Filter
 - Applying Validation
 - Flash Fill
- **Working with Graphics**
 - Adding Clip Art
 - Add an Image From a file
- **Introduction to Charting**
 - Creating charts
 - Exploring chart types
 - Formatting charts
 - Working with axes, labels, gridlines, and other chart elements
 - Creating in-cell charts with sparklines
- **Adjusting Worksheet Views**
 - Freezing and unfreezing panes
 - Splitting screens horizontally and vertically
 - Showing necessary information with the Outlining feature
- **Power Functions**
 - Using the IF, AND, and OR functions
 - Using nested functions
 - Using the SUMIFS, AVERAGEIFS, CONTIF and COUNTIFS family of functions
 - Lookup functions
 - Date function
 - Text function (Len, text, Right, Left, Trime)
- **Printing**
 - Exploring the Page Layout tab and view
 - Previewing page breaks
 - Working with Page Setup and printing controls
 - Headers, Footers and Page Numbers
- **Customizing Excel**
 - Menus
 - Customize Toolbars
 - Recording a Macro
 - Running a Macro
- **Linking Sheets using Hyperlink**
 - Internal Link
 - External Link
- **Workbook Protection**
 - File Password
 - Sheet protection
 - Workbook Protection



- **Introduction to Ms Word**
 - Word Processing Basic
 - Features of Ms Word
 - Ms Word Environment
- **Getting to Know Word 2016**
 - Exploring the Word Interface
 - Exploring the Ribbon and tabs
 - Understanding the File menu
 - Creating Your First Document
 - Saving and Opening Documents
 - Moving with the mouse
 - Moving with the keyboard
 - Changing the Onscreen View
 - Changing views
- **Editing Text**
 - Inserting new text
 - Selecting text with the mouse or keyboard
 - Rearranging text with Cut, Copy, and Paste
 - Finding and replacing text
 - Undoing and redoing actions
- **Formatting Text**
 - Introduction to fonts
 - Choosing the right font and font style
 - Changing text case
- **Using Paragraph Formatting**
 - Changing paragraph alignment and justification
 - Adjusting line spacing
 - Keeping text together across page breaks
- **Formatting Pages**
 - Changing page size, margins, and orientation
 - Using headers, footers, and page numbers
 - Organizing a document with sections
 - Adding page backgrounds, borders, and watermarks
- **Creating Bulleted and Numbered Lists**
 - Creating a bulleted or numbered list
 - Changing the format of a bulleted or numbered list
 - Creating levels in a list
 - Creating a multilevel list with styles
- **Working with Files**
 - Creating and Opening Documents
 - Saving Documents
 - Renaming Documents
 - Working on Multiple Documents
 - Close a Document
- **Proofing Your Documents**
 - Checking spelling and grammar
 - Setting proofing and autocorrect options
 - Using the thesaurus, research, and translation tools
- **Working with Tables**
 - Creating new tables from scratch
 - Converting existing text to a table
 - Formatting table appearance
 - Adding and removing columns and rows
 - Sorting data in a table
 - Merging and splitting cells
 - Converting a table to text
- **Illustrating Your Documents**
 - Illustrating with pictures, shapes, and clip art
 - Positioning and cropping graphics
 - Using a table to organize text and graphics
 - Applying special effects to graphics
 - Adjusting photos in a document
 - Illustrating with WordArt
 - Inserting online video into a document
 - Diagramming with SmartArt
 - Inserting screenshots
 - Inserting a chart
- **Spelling and Grammar**
 - Autocorrect
 - Auto Text
 - Spelling and Grammar Check
 - Synonyms
- **Using Macros**
 - Creating a macro
 - Finding and running a macro
 - Editing a macro
- **Working with Hyperlink**
 - Using Bookmark
 - External Link
- **Mail Merge**
 - Mail Merge Operations
- **Customizing Word**
 - Changing general settings
 - Changing advanced settings
 - Customizing the Ribbon
 - Customizing the Quick Access Toolbar
- **Reviewing Documents with Others**
 - Inserting and reviewing comments
 - Tracking changes and showing markup
 - Comparing and combining documents
 - Protect Document



MICROSOFT POWERPOINT 2016

- **Introduction to Ms-PowerPoint**
 - What is Ms PowerPoint
 - Features of Ms Power Point
 - Ms PowerPoint Environment
- **Working with Presentations**
 - Creating a presentation from scratch and saving
 - Creating a presentation from a template or theme
 - Changing themes
 - Controlling the look of your presentation with slide masters
 - Adding a header and footer
 - Working with file options using Backstage view
- **Working with Slides**
 - Adding and removing slides
 - Changing the slide layout
 - Organizing slides into sections
 - Rearranging slides
- **Adding Pictures to Slides**
 - Adding pictures and clip art
 - Aligning objects using guides
 - Formatting and adding effects to pictures
 - Understanding object layering
 - Removing the background from pictures
 - Matching a logo's color to the PowerPoint color palettes using the Eyedropper tool
 - Inserting screenshots into a presentation
- **Adding Content to Slides**
 - Working with bullet points
 - Using Outline mode to edit content directly
 - Formatting text and creating WordArt
 - Working with text boxes
 - Creating and formatting tables
 - Inserting tables from Excel
 - Using the research, language, and thesaurus tools
- **Adding Shapes, Diagrams, and Charts to Slides**
 - Adding shapes
 - Formatting shapes
 - Cropping a picture to a shape
 - Merging shapes to create your own graphics
 - Creating and formatting charts
 - Using SmartArt to create diagrams
 - Adding equations
- **Preparing the Presentation**
 - Checking spelling
 - Adding speaker notes
 - Editing and printing handout masters
 - Rehearsing a presentation
 - Adding and viewing comments
 - Reviewing and comparing changes with coworkers
- **Delivering Your Presentation**
 - Running a slideshow
 - Using Presenter view
 - Annotating, highlighting, zooming, and jumping to different sections or slides during a slideshow
- **Reusing and Sharing Presentations**
 - Saving a custom theme
 - Saving a presentation as a template
 - Printing a presentation
 - Recording and narrating a slideshow
 - Saving your presentation as a video
 - Exporting the presentation as a PDF or JPEG
 - Sending the presentation via email
 - Inspecting a presentation for stray comments
 - Presenting live online
 - Packaging the presentation for use on another computer



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INTERNET

- **What is Internet**
 - Introduction to Internet
 - History of Internet
 - Advantages of Internet
 - What is a Web Technology
 - World Wide Web
 - History of Web SITE
 - URL and Domain Names
- **Overview of Internet**
 - Describe the features of the Internet
 - Types of Internet Connections (Cable net, DSL, Wi-Fi)
 - Identify the requirements for an Internet connection.
 - Connectivity of Internet
 - Troubleshooting of Internet Connection
- **Internet Browser**
 - Web Browsers (Internet Explorer, Firefox, Chrome browser etc.)
 - Getting Started with MS Internet Explorer
 - The Main Explorer Window
 - Toolbar Buttons
 - The Address/Links Window
 - The Status Bar
 - Starting Internet Browser
 - Typing an Address
 - Refreshing the a Page
 - Forward and Backward
 - Printing a Web Page
 - Saving a Web Address
 - The Home Button
- **Favorite Places**
 - Creating a Favorite Link
 - Deleting Favorite Links
 - Creating a Favorites Folder
 - The Links Toolbar
- **Searching for Information on the Web**
 - How Search Engines Work
 - Smart Search Engines (Google, Yahoo etc)
 - Using the Search Engine (Google)
 - Getting to Google (toolbars, search box, other Google features)
 - How to Search information with help of Search engine
- **Electronic Mail**
 - Internet E-mail Addresses
 - Opening Yahoo/Gmail Mail
 - The Yahoo/Gmail Screen
 - Creating an Outgoing Message
 - Viewing Sent Messages
 - Receiving E-mail Messages
 - Replying to and Forwarding Received Messages
 - Deleting Messages
 - Filing e-mail Messages
 - Sorting e-mail Messages
 - Address Lists
 - Attaching files to e-mail messages
 - Reading an Attached File E-mail Tips
 - E-Mail Account setting in outlook Express
- **Downloading & Uploading**
 - Downloading Concept
 - Uploading Concept





Hyper Text Markup Language (HTML-5)

- Introduction to webpage, web browser & HTML
- The Structure of HTML
 - What are HTML Elements
 - What are Empty Elements
 - How to make a simple HTML Page(Basic Page structure)
 - <doctype><html><head><title><body>
 - Reason for using doctype
 - Basic HTML tags e.g. <h1> to <h6>, <p>,
<hr>
 - **Formatting Tags**
 - Italic & Bold or Strong & Emphasize
 - Blockquotes
 - Difference between Block & Inline elements(using <div> and <p>
 - Attributes of HTML tags using <body><h1><p>
 - Id's & Classes in HTML elements
 - List and its types(,,nested list, Description Lists(dl,dt,dd)
 - **Hyper Link**
 - (<a>) at its attributes
 - image(img) tag with their attributes
 - **Tables**
 - <table><tr>,<td>,<th>
 - Table attributes, <colspan>, <rowspan>
 - Thead&tbody
 - Changing Column Width
 - Cellpadding&Cellspacing
 - **HTML Forms**
 - Introduction to Forms
 - Creating First Form
 - Simple Input controls, textbox, submit button, reset button, radiobutton, checkbox, Textarea
 - Dropdownlist - <select>&<option> tags
 - Attributes used for sending the Data–action and post
 - Grouping with the fieldset tag <fieldset> , <legend>, <label>.
 - **DIV Element**
 - Basic Usage
 - Nesting Usage
- Semantic HTML5 Section Tags
 - Introduction & purpose of Semantic HTML5 elements
 - <header>
 - <Nav>
 - <Section>
 - <aside>
 - <article>
 - <hgroup>
 - <footer>
 - <figcaption>
- HTML5 form validation
 - Validating Textbox
 - Validating email addresses
 - Validating URL's
 - Validating phone numbers
 - Validating dates
 - Placeholder Text Numbers as spinboxes
- <address>
- Media
 - Audio tag with their attributes
 - Video tag with their attributes





CSS 2.0 & 3.0 (CASCADING STYLES SHEET)

- **CSS introduction**
 - Css types
 - Class and id
 - Difference between class and id
 - Methods for applying css to your web page
 - Difference between table base and div base conversion
- **CSS with Dreamweaver**
- **Cascading style sheets**
 - Creating a style rule for a tag
 - Dreamweaver CSS categories
 - Creating a custom class
 - Creating advanced selectors
 - Working with the CSS styles panel
 - Applying styles
- **Working with links**
 - Creating text links
 - Changing link relative to
 - Formatting links
 - Targeting links
 - Adding named anchors
 - Adding links to graphics
 - Adding email link
- **Working with images**
 - Adding images
 - Adding image placeholders
 - Aligning images
 - Setting image properties
 - Editing images
 - Adding a background image
 - Creating image maps
- **Working with div**
 - Creating a div
 - Creating nested div
 - Applying id and class in div
 - Formatting div
- **Page layout**
 - Positioning page content
 - CSS layout basics
 - Using the included layouts
 - Laying out your page
 - Using the visual aids
- **Templates**
 - Creating a template
 - Using pre-set layouts
 - Adding editable regions
 - Applying a template to a page
 - Updating templates
- **CSS3 Modules**
 - **Borders**
 - border-radius
 - box-shadow
 - border-image
 - **Backgrounds**
 - background-sizeProperty
 - background-originProperty
 - **Gradients**
 - defines two types of gradients:
 - Linear Gradients (goes down/up/left/right/diagonally)
 - Radial Gradients (defined by their center)
 - **CSS3 Text Effects**
 - text-shadow
 - word-wrap
 - **Text Properties**
 - **Web Fonts**
 - **2D & 3D transforms**
 - Translate()
 - Rotate()
 - Scale()
 - Skew()
 - Matrix()
 - rotateX()
 - RotateY()
 - **Animations**



- **Introduction to Adobe Photoshop**
 - What is Photoshop?
 - Opening and Saving Files
- **Concepts of Vector and Bitmap Graphics**
 - Definition of Vector and Bitmap Graphics
 - Tools for Vector and Bitmap Graphics
 - File types required for World Wide Web
- **Concepts of Web Safe Color and web document size**
 - Definition of the Web Safe Color
 - Hexadecimal Color code techniques
 - Web page size concepts
 - Web page layout concepts
- **Photoshop CC Interface**
- **The Toolbox**
 - Selection Tools
 - Painting Tools
 - Path Tools
 - Type Tool
 - Shape Tools
 - Viewing Tools
 - The Tool Options Bar
- **Working with Drawing Tools**
 - Working with the Bitmap Tools
 - Working with the Vector Tools
 - Drawing basic shapes
 - Drawing freeform paths
 - Drawing paths by plotting points
 - Editing the points
 -
- **Layers**
 - Using Layers
 - Working With Multiple Layers
- **Working with Selecting, Grouping and Stacking**
 - Making selection in Vector Mode
 - Grouping Objects
 - Using the Layers Panel
 - Using Single Layer Editing
 - Changing the Stacking Order of Object in a layer.
 - Using the Select Behind Tools
- **Working with the Color, strokes and Fills**
 - Using the color section of the tools panel
 - Organizing the swatch groups and color models
 - Using Color boxes and pop up color windows
 - Working with strokes
 - working with Fills
 - Applying Gradient and Pattern Fill
 - Applying texture to Fill and Strokes
- **Using the Live Effects**
 - Applying the Beveled Edges
 - Applying the Embossing
 - Applying shadows and glows
 - Reordering the live effects
 - Removing live effects
 - Creating custom live effects
 - Saving live Effect as command
- **Using Text Tool**
 - Entering Text
 - Editing Text
 - Applying strokes, Fills and effects to text
 - Attaching text to path
 - Transforming text
 - Converting text to path
 - Importing text and checking spellings
 - Text Editing with text editor
- **Improving Images with Filters**
 - Sharpen Filters
 - Blur Filters
- **Altering Images with Filters**
 - Artistic Filters
 - Brush Stroke Filters
 - Sketch Filters
 - Distort Filters
- **Transformations**
 - Resizing
 - Rotating
 - Flipping
 - Selection Transformations
 - Liquify

- **Introduction to Dreamweaver**
 - Interface
 - Object Panel
 - Property Inspector
 - Application
 - Code & Design Views
- **Dream Weaver Menu's**
 - File Menu
 - Edit Menu
 - Insert Menu
 - Text Menu
 - Modify Menu
 - Command Menu
 - Site Menu
- **Work in Standard View**
 - Set Cell Properties
 - Selecting A Table
 - Set Table Properties
 - Add Cell Padding
 - View The Site Files
 - Linking Document
- **Designing the Page Layout**
 - Presenting Content with tables
 - Layout Pages in Layout View
 - Working with Frames
- **Adding Contents**
 - Inserting and Formatting Text
 - Inserting Images
 - Dreamweaver Integration with Other Applications
 - Inserting Media
- **Working with Multiple Pages**
 - Linking and Navigation
 - Managing Site Assets, Libraries and Templates
 - Testing a Site
- **Creating Forms**
 - HTML forms basics`
 - Creating forms with notepad
 - Creating Forms in Dreamweaver
 - Form processing
- **Creating Buttons and Popup Menus**
 - Creating Button Symbols
 - Creating Navigation Bar
 - Creating Popup Menus
 - Preparing slices for export
 - Working with Hotspots and Image Maps





- **Introduction to Bootstrap**
 - What is Bootstrap Framework
 - Why Bootstrap
 - History of Bootstrap
 - Advantages of Bootstrap Framework
 - What is Responsive web page
 - How to remove Responsiveness
 - Major Features of Bootstrap
 - What is Mobile-First Strategy
 - Setting up Environment
 - How to apply Bootstrap to Applications
- **Layout with Bootstrap**
 - Grid Layouts
 - Simple Layout
 - Fixed Grids
 - Fluid Grids
 - Responsive Design
 - Responsive Utilities
 - Inspiration
- **Doing More with Components**
 - Page header
 - Labels
 - Thumbnails
 - List groups
- **Main Elements Bootstrap**
 - Introduction
 - Typography
 - Tables
 - Forms
 - Buttons
 - Images and Icons
- **Bootstrap Components**
 - Dropdown Menus
 - Buttons with Menus
 - Tabs and Pills
 - The Navigation bar





- A brief Introduction to static web page, dynamic web page
 - What is script(scripting language)
 - Types of script(client side and server side)
 - Introduction to JavaScript
 - script type="text/JavaScript">
 - 3 methods to use JavaScript
 - Within body
 - Within head
 - Within separate file
 - Java script comments(/ and /* */)
 - Variable
 - Declaration
 - Initialization
 - Using variable and simple data types
 - Operators and its types
 - Assignment operator (=)
 - Arithmetic Operators (+, -, *, /, %)
 - Increment / decrement operator (++, --)
 - Assignment Operators (+=, -=, *=, /=, %=)
 - Logical Operator (&&, ||)
 - Comparison Operator (<, <=, >, >=, ==, !=)
 - Popup boxes
 - Conditional Statements(if, if else, if else if, select case)
 - String Function
 - Using JavaScript with HTML forms (e.g.: simple calculator)
 - Looping and its types
 - While Loop
 - For.. Loop
 - For .. IN
 - While
 - Do while
 - Loop control (Break/ Continue)
 - Date Object
 - Simple Validation using JavaScript
 - Validate empty textbox
 - Validate text length
 - Compare password
 - Validate email
 - JS Objects
 - JS Events
 - JS Array
 - Array Properties
 - Array Methods
 - JS Errors
 - Try
 - Catch
 - Throw
 - Finally
 - JS Page Redirection
 - JS Dialog Boxes
 - Alert Box
 - Confirmation Box
 - Prompt Box
- ## J-QUERY
- What is JQuery
 - Downloading jQuery
 - jQuery Syntax
 - Introduction to \$(selector).action()
 - Using The Document Ready Event
 - jQuery Selectors
 - The element Selector
 - The id selector
 - The class selector
 - jQuery Syntax For Event Methods
 - Commonly Used jQuery Event Methods
 - Click
 - Mouseenter
 - Mouseleave
 - Mousedown
 - Mouseup
 - Hover
 - focus
 - jQuery Effects -
 - Hide,
 - Show,
 - toggle,
 - Fading methods,
 - sliding Methods
 - jQuery Effects -Animation(The animate() Method, Stop() Method)
 - Remove Elements/Content
 - JQuery CSS classes



Wordpress

WORDPRESS& SEO

- **Getting Started with Word Press**
 - Introduction to Blog
 - Blogging Basics
 - Types of Blogs
 - Why Use Word Press
- **Installing Wamp / XAMPP**
- **Installing Word Press**
 - Creating a Database for Your Website or Blog
 - Admin / Dashboard Panel Basics
- **Creating a Database for your Website or Blog**
 - Admin / Dashboard Panel Basics
 - Installing your Theme
 - Minor Alteration / Customization of Themes
 - Writing your First Post
 - Updating Personal Settings
 - Updating Profile
 - Edit General Settings
 - Changing Template
 - Adding a Post
 - Using the Visual Editor
 - Adding Hyperlinks
 - Using Categories and Tags
 - Managing Categories and Tags
 - Changing your Writing and Reading Settings
 - Managing and Moderating Comments
 - Discussion Settings
- **Adding and Deleting a Page**
 - Paste Copy From Word
 - Paste as Plain Text
 - Changing the Page Order
 - Adding a Photo
 - Adding a Video
 - Adding Other Content (.Pdf, .Doc, Etc.)
 - Managing Uploaded Content
 - Media Settings
 - Changing The Header Image / Logo Image
 - Customizing your Sidebar with Widgets
 - Managing Recent Comments
 - Installing Google Analytics on your Website or Blog
- **Splitting the Code into Templates**
 - Single Post Page Template
 - Adding a Comment Form
 - Creating the Page Template
 - Adding new Pages
 - Inserting Images
 - Creating Custom Theme Functions
 - Adding Widgets to Sidebars
 - Installing an Image Widget
 - Adding a Contact Form Plugin
 - Exporting the Local Database
 - Backing up your Database
 - Making a Back-Up of your SITE
- **SEO (Search Engine Optimization)**
 - How Do Search Engines Work?
 - Introduction to Search Engines
 - Links
 - Indexing
 - Retrieval
 - Ranking
 - Layers
 - On Site Optimization
 - What is on Site Optimization
 - On Site Factors
 - Meta Tags
 - Keyword Density
 - Image Alt Text
 - Internal Linking
 - SEO Copywriting (Content Optimization)
 - Off Site Optimization
 - What is Off Site Optimization
 - Offsite Factors
 - Links
 - Anchor Text
 - Anchor Title
 - EO Facts and Figures
 - How important is SEO Today?
 - Search is Still the Biggest Game in Town
 - Internet Visibility



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- **PHP Basics**
 - How PHP Works
 - The PHP.INI File
 - Basic PHP Syntax
 - PHP Tags
 - PHP Statements And Whitespace
 - Comments
 - PHP Functions
 - Variables
 - Variable Types
 - Variable Names (Identifiers)
 - Type Strength
 - Variable Scope
 - Superglobules
 - Constants
 - Variable-Testing And Manipulation Functions
 - PHP Operators
 - Arithmetic Operators
 - Assignment Operators
 - Comparison Operators
 - Increment/ Decrement Operators
 - Logical Operators
 - String Operators
 - Array Operators
 - Comparing String and Numbers
 - Creating Dynamic Pages
- **Flow Control**
 - Conditional Processing
 - If Conditions
 - If Conditions
 - Loops
 - While
 - Do...While
 - For
 - Switch / Case Statement
 - Break and Continue
- **Arrays**
 - Enumerated Arrays
 - Initializing Arrays
 - Appending To An Array
 - Reading From Arrays
 - Looping Through Arrays
 - Initializing Arrays
 - Appending To An Array
 - Reading From Arrays
 - Looping Through Arrays
 - Associative Arrays
 - Initializing Associative Arrays
 - Reading From Associative Arrays
 - Looping Through Associative Arrays
 - Super global Arrays
 - Initializing Associative Arrays
 - Reading From Associative Arrays
 - Looping Through Associative Arrays
 - Super global Arrays
 - Two-Dimensional Arrays
 - Reading from two-Dimensional Arrays
 - Looping Through two-Dimensional Arrays
 - Reading From two-Dimensional Arrays
 - Looping Through two-Dimensional Arrays
 - Array Manipulation Functions
- **PHP And HTML Forms**
 - Html Forms
 - How HTML Forms Work
 - A Sample HTML Form
 - Form Variables
- **String Manipulation**
 - Formatting Strings
 - Concatenation
 - String Manipulation Functions
 - Examples of String Functions
- **Reusing Code and Writing Functions**
 - Including Files
 - Require
 - Require Once
 - Form Processing
 - Code Organization
- **Session Control and Cookies**
 - Sessions
 - Configuring Sessions
 - Session Functions
 - Configuring Sessions
 - Session Functions
 - Cookies
 - Conclusion
- **Sending Email with PHP**
 - Mail()
 - Shortcomings of Mail()
 - Shortcomings of Mail()
 - Phpmailer



- **Getting Started**
 - Database concepts and DBMS& RDBMS
 - Editions of MySQL
 - Installing MySQL
- **Creating Databases**
 - Planning your database
 - Creating a database
 - Creating tables
 - Data types in MySQL
 - Defining keys and Identity Specification
 - Creating default values
 - Introduction to relationships and foreign keys
 - Creating relationships in MySQL
- **Database Normalization**
 - Introduction of Normalisation (or Normalization)
- **CREATE, INSERT, UPDATE and DELETE Statements**
 - Introduction to mySQL and Transact-SQL
 - Create and Drop Databases using T-SQL
 - Creating Tables using T-SQL
 - Removing a table from a database
 - INSERT statements
 - UPDATE statements
 - DELETE statements
- **Retrieving Data with SQL**
 - Introduction to Transact-SQL
 - Using SELECT statements
 - Using WHERE for filtering
 - Using ORDER BY for sorting
 - Using DISTINCT to find unique values
 - CASE Statement/Expression
- **SQL Functions**
 - Using string functions
 - Using date and time functions
- **Inserting and Updating Data**
 - Writing INSERT statements
 - Writing UPDATE statements
 - Writing DELETE statements
- **Retrieving Data with Advanced T-SQL**
 - Using Aggregate functions
 - Using GROUP BY clause
 - SQL HAVING Clause
 - Joining multiple tables together
 - Inner Joins
 - Outer Joins: LEFT, RIGHT & FULL
 - Cross Joins
 - Self-Join
 - Joining More Than Two Tables
 - Using Subqueries





Angular JS Framework

AngularJS Overview

- Introduction
- Angular Features
- Angular Advantages / Disadvantages
- AngularJS Components

AngularJS Environment Setup

- Installation

AngularJS - MVC Architecture

- Model
- View
- Controller

Single Page Applications

- Define Single Page Application

AngularJS - Directives

- NG-APP
- NG-INIT
- NG-MODEL
- NG-REPEAT

AngularJS Modules

- NG-Model Directive

Data Binding

- Define Data Binding
- Two-Way Binding

AngularJS Controllers

- NG-Controller

AngularJS Expressions

- Numbers
- Strings
- Object
- Array

AngularJS Scope

AngularJS Filters

- Currency
- Date
- Filter
- JSON
- Limit to
- Lowercase
- Number
- Order By
- Uppercase

AngularJS Tables

- Display Data in Table
- Looping Through NG-Repeat

Angular Forms

- Angular Forms VS HTML Forms
- Input Controls
- Form Events
- Form Validation

AngularJS Includes

- NG-View
- NG-Template

AngularJS Routing

- Ngroute

AngularJS - HTML DOM

- NG-Disabled
- NG-Show
- NG-Hide
- NG-Click

