

MS-Office

MS-Office is basic course for beginners. MS-Office gives knowledge about computer operations and its uses

This Course main objective for the student to develop primary office automation skills up to the higher end in order to perform day to day office activities. The student can able to write letters, reports, charts and presentations at the end of the sessions.

About The Course

Duration

- ✓ Regular Class Room Training: 35 Hours
- ✓ Fast Track Batches: Available

Pre-Requisites

- ✓ Zeal to learn fundamental computer concepts.

Target Audience

- ✓ Anyone who wants to develop passion towards computer and wants a good start with very strong foundation in MS-Office.
- ✓ Any student having computers in their curriculum

Training Mode

- ✓ Online Training.
- ✓ Classroom Training.
- ✓ Weekend Training.
- ✓ One-One Training.

Course Contents

Computer Fundamentals

- ✓ Information Technology
- ✓ Components of computer (Input, Process, Output, Storage etc.,)
- ✓ History - Generations
- ✓ Classifications of computers
- ✓ Types of Software and Hardware
- ✓ Features of computer and its uses

Introduction to Operating Systems

- ✓ Booting Process and POST
- ✓ OS Types and Its Functions
- ✓ Introduction to CUI – MS-DOS
- ✓ Introduction to GUI – MS-Windows

Introduction to MS-DOS

- ✓ Internal Commands
- ✓ External Commands

Introduction to MS-Windows

- ✓ Desktop
- ✓ Wallpaper, Taskbar, icons, recyclebin
- ✓ Start menu
- ✓ Shutdown, restart, search, help, run
- ✓ Control Panel
- ✓ Keyboard, mouse, display, date&time
- ✓ Accessories
- ✓ Notepad, wordpad, paint, calculator, explorer

Introduction to MS-Office

- ✓ Overview of MS-Office versions
- ✓ documents
- ✓ workbooks
- ✓ presentations

MS-Word

- ✓ Introduction to MS-Word Features
- ✓ Formatting
- ✓ Styles
- ✓ Views
- ✓ Find & Replace
- ✓ Menubar & Toolbars
- ✓ Borders, Pictures, Clip-Art
- ✓ Hyperlink
- ✓ Spell & Grammer Checking
- ✓ Tables
- ✓ Comments
- ✓ Mail-Merge
- ✓ Macros
- ✓ Templates (Resume, Fax, Memos etc.)
- ✓ Printing and Page Setup

MS-Excel

- ✓ Workbook, Worksheet
- ✓ Performing calculations, Functions
- ✓ Validation, Charts, Group
- ✓ Preparing charts
- ✓ Sorting and filtering

- ✓ Goal seek and scenarios
- ✓ Excel functions
- ✓ Preparing applications
- ✓ Student mark sheet
- ✓ Employee pay slip
- ✓ Loan interest EMI calculation

MS-Power Point

- ✓ Adding pictures and objects
- ✓ Applying effects and animations
- ✓ Adding sounds and movies
- ✓ Action buttons
- ✓ Designing Presentations for
- ✓ Business plan
- ✓ Financial overview
- ✓ Project overview

Internet Concepts

- ✓ Introduction to WebPages and HTML
- ✓ Using E-Mail
- ✓ Account creation
- ✓ Sending and receiving messages with attachments
- ✓ Introduction to search engines
- ✓ Keyword searching
- ✓ Downloading
- ✓ Online shopping
- ✓ Personal Job Profiles
- ✓ Book tickets for bus, train, flight and movies
- ✓ Chatting basics

Real-Time Concepts

- ✓ How to use pen drives
- ✓ Configuring various printers
- ✓ Loading simple software and games
- ✓ Using web-cam
- ✓ CD and DVD writing

Computer Security

- ✓ Introduction to virus
- ✓ About antivirus software
- ✓ User accounts and passwords
- ✓ Locking and unlocking computer and folders
- ✓ Data and password recovery

Training Methodology

- ✓ Daily 1 hour class room training followed by 1 hour lab session.
- ✓ Module wise tests at end of each module
- ✓ Programming assignments
- ✓ Theory lab work records
- ✓ Final test at end of course

Assignments

1. MS-DOS-Assignment-1
2. MS-DOS-Assignment-2
3. MS-DOS-Assignment-3
4. MS-Windows-Assignment-1
5. MS-Windows-Assignment-2
6. MS-Windows-Assignment-3
7. MS-Windows-Assignment-4
8. MS-Word-Assignment-1
9. MS-Word-Assignment-2
10. MS-Excel-Assignment-1
11. MS-Excel-Assignment-2

Relevant Courses (boxes in slider format)

- ✓ C
- ✓ Photoshop
- ✓ Tally
- ✓ AutoCAD