

MS-Office- & Internet Learning –Only in 2 months

Learn how to use internet along Computer Basics.

Introduction

The course is designed for beginners, but it provides training in all important components of the package including MS Word, PowerPoint , Excel , Access and internet surfing .

Course Outcomes

After successful completion of the course one can sufficiently perform all the official work I-e writing letters , managing files, making balance sheets result cards, making presentations using slides on multimedia projectors, developing and managing databases, surfing internet and communicating through e-mails.

Course Contents

MICROSOFT WINDOWS

Understanding Dos & Windows Environment (GUI)
Concepts & Management of Files and Folder
Windows Explorer
File Cut , Copy , Paste & Rename
File Creation & Saving in Notepad & Word-pad
Designing Graphics (bitmaps)in Paint shop

MICROSOFT WORD

Understanding Multiple Document Interface (MDI)
Spelling & Grammar checking
Text Formatting :Bold , Italic , Underlined, Subscript, Character Spacing and spacing
Page formatting :Page Number, Inserting Symbols, Alignments, Bullets & numbers
File Editing & Quick navigation by 'Find' & 'Go To'
Paragraph Setting: Indentation, Line spacing, Alignment , Line & page breaks
Inserting Word Art & Auto Shapes
Mail Merge

MICROSOFT EXCEL

Intro to spread sheets
Formatting Data , formulas, Cell & Tables
Using simple & nested If function
Applying Auto Filter & advance Filter to data Base
Presentation of data by Charts & Graphs
Functions application :sum, Average, Count, Max, Min etc
Recording in macros

MICROSOFT ACCESS

Designing database
Understanding tables

Creating tables in design view

Creating & Editing records

Reports in Access

Internet surfing

Basics/fundamentals

Networks(LAN/WAN)

WORLD wide Web

Browsing

Online /Surfing net

Online E-mail account

EVALUATION AND PROJECT