Certificate Course in MS- Office

Now a days computer is an essential tool in every office. Every staff member needs at least an introduction to computer technology. This course gives you a confidence to operate a computer in any office environment. "Internet" is a keyword of modern technology. As Internet is the most authentic information source worldwide, you can access any data on the World Wide Web. Internet helps you in decision making. Internet also provides E-mail service which is a reliable and cheaper source for communication across the world.

Contents:

Computer Fundamentals: Introduction to computer, Its working, How it is a 'Tool', What are different parts of computer, Introduction to different types of peripherals like mouse, modem and printer, software's, hardware's, scanning, Multimedia, Knowledge about storage and devices,

MS-Windows: Introduction to windows, Necessity of Windows, Concept of multitasking, Accessories, Control Panel, running an application under Windows, GUI Windows 2000 as operation system.

MS-Office:

Ms-Word: Introduction, Fist look, Menus, File options, Edit options, View, Inserting pictures, symbols, files and autoshapes, Formatting document typographically, tools, spell check, Table handling, printing the document.
MS-Excel: Introduction, Concept of Worksheet, cell, editing sheets, file menu, edit menu, insert menu, chart and drawing tools, functions, tools like spell check, protecting document, sorting data, pivot table.
PowerPoint: Concept of PowerPoint, using layout, drawing, text, template, formatting slide shows, custom animation, how to create a multimedia presentation.

Internet: Concept of Network, Concept of Internet, Application range of Internet.

Total Duration: 45 days (Daily 2 hours) Fees: Rs3500

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