

Basic Computer Course (BCC) Syllabus

Duration: 03-04 Months, Total Course Fee: Rs. 3000

Class Duration: 02 Hrs, Monday to Saturday

Monday: Test	Tuesday: Theory
Wednesday: Practical	Thursday: Practical
Friday: Practical	Saturday: Theory

Content:

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Fundamentals of Computer 2. Operating System <ol style="list-style-type: none"> a. Windows <ol style="list-style-type: none"> i. XP ii. 7 iii. 8.1/10 b. MS-DOS 3. Text Editor <ol style="list-style-type: none"> a. Notepad b. WordPad 4. Image Editing Tools <ol style="list-style-type: none"> a. Paint b. Windows Picture Manager 5. MS-Office Package | <ol style="list-style-type: none"> a. Word b. Excel c. PowerPoint d. Access e. Outlook 6. Internet 7. Printer/Scanner 8. Multimedia <ol style="list-style-type: none"> a. Songs/Movies b. Mobile to PC c. PC to Mobile 9. Downloading & Installing S/W 10. Creating CD/DVD 11. Typing Knowledge– English & Hindi |
|--|---|

Important Shortcut Keys

Command	Key	Command	Key
Refresh	F5	New	Ctrl + N
Open	Ctrl + O	Save	Ctrl + S
Save As	F12	Print	Ctrl + P
Close Document	Ctrl + W	Close Application	Alt + F4
Move between Applications	Alt + Tab	Undo	Ctrl + Z
Redo/Repeat	Ctrl + Y	Cut	Ctrl + X
Copy	Ctrl + C	Paste	Ctrl + V
Bold	Ctrl + B	Italic	Ctrl + I
Underline	Ctrl + U	Super Script	Ctrl + Shift + +
Sub Script	Ctrl + =	Increase Font Size	Ctrl + Shift + >
Decrease Font Size	Ctrl + Shift + <	Left Align	Ctrl + L
Center Align	Ctrl + E	Right Align	Ctrl + R
Justify	Ctrl + J	Find	Ctrl + F
Replace	Ctrl + H	Go To	Ctrl + G
Select All	Ctrl + A	Go To End of Line	End
Go To Start of Line	Home	Page Up	Page Up
Page Down	Page Down	Select	Shift + Arrow Key
Hyperlink	Ctrl + K	Equation	Alt + =

Spelling & Grammar	F7	Move Previous Sheet	Ctrl + Page Up
Drag Formula/ Fill Cell	Ctrl + D	Move Next Sheets	Ctrl + Page Down
Select Entire Row	Shift + Space	Select Entire Column	Ctrl + Space
Create Chart	F11	Minimize Window	Ctrl + Space + M
Percentage Format	Ctrl + Shift + %	Time Format	Ctrl + Shift + @
Currency Format	Ctrl + Shift + \$	Date Format	Ctrl + Shift + #
Help	F1	New Comment	Shift+F2
Open My Computer	Window + E	Shut Down	Alt + F4
Create Table	Ctrl + T	Close Window	Alt + F4
Page Break	Ctrl + Enter	Insert	Ctrl + +
Remove	Ctrl + +	Add Tab to Browser	Ctrl + T
Remove Tab from Browser	Ctrl + W	Incognito Window	Ctrl + Shift + N

MS-EXCEL 2007 SYLLABUS

1. Office Button

- a. New
- b. Open
- c. Save
- d. Save As
- e. Print
- f. Prepare
 - i. Properties
 - ii. Inspect Document
 - iii. Encrypt Document
 - iv. Restrict Permission
 - v. Add Digital Signature
 - vi. Mark as Final
- g. Send
- h. Publish
- i. Close
- j. Undo
- k. Redo

2. Home Tab

- a. Clipboard
 - i. Cut
 - ii. Copy
 - iii. Paste
 - iv. Format Painter
- b. Font
 - i. Bold
 - ii. Italic
 - iii. Underline
 - iv. Font Family/Face
 - v. Font Size

- vi. Increase Font Size
- vii. Decrease Font Size
- viii. Border
- ix. Background color
- x. Foreground Color

c. Alignment

- i. Top
- ii. Middle
- iii. Bottom
- iv. Left
- v. Center
- vi. Right
- vii. Increase Indent
- viii. Decrease Indent
- ix. Word Wrap
- x. Merge and Center
- xi. Merge Across
- xii. Merge Cell
- xiii. Unmerge Cell
- xiv. Text Rotation/Orientation

d. Number

- i. Number Format
- ii. Accounting Number Format
- iii. Percent Style
- iv. Comma Style
- v. Increase Decimal
- vi. Decrease Decimal

e. Conditional Formatting

- i. Highlight Cell Rules
- ii. Top Bottom Rules

- iii. *Data Bar*
 - iv. *Color Scales*
 - v. *Icon Set*
 - vi. *New Rule*
 - vii. *Merge Rules*
 - viii. *Manage Rules*
 - f. *Format as Table*
 - g. *Cell Styles*
 - h. *Inset*
 - i. *Insert Cells*
 - ii. *Insert Sheet Rows*
 - iii. *Insert Sheet Columns*
 - i. *Delete*
 - i. *Delete Cells*
 - ii. *Delete Sheet Rows*
 - iii. *Delete Sheet Columns*
 - j. *Format*
 - i. *Row Height*
 - ii. *AutoFit Row Height*
 - iii. *Column Width*
 - iv. *AutoFit Column Width*
 - v. *Default Width*
 - vi. *Hide Row*
 - vii. *Hide Column*
 - viii. *Hide Sheet*
 - ix. *Unhide Row*
 - x. *Unhide Column*
 - xi. *Unhide Sheet*
 - xii. *Rename Sheet*
 - xiii. *Move or Copy Sheet*
 - xiv. *Tab Color*
 - xv. *Protect Sheet*
 - xvi. *Format Cell*
 - xvii. *Lock Cell*
 - k. *AutoSum*
 - i. *Sum*
 - ii. *Average*
 - iii. *Max*
 - iv. *Min*
 - v. *Count*
 - l. *Fill*
 - i. *Down*
 - ii. *Up*
 - iii. *Left*
 - iv. *Right*
 - v. *Series*
 - m. *Clear*
 - i. *Clear All*
 - ii. *Clear Format*
 - iii. *Clear Content*
 - iv. *Clear Comments*
 - n. *Sort & Filter*
 - i. *Sort A to Z*
 - ii. *Sort Z to A*
 - iii. *Custom Sort*
 - iv. *Filter*
 - v. *Clear*
 - vi. *Reapply*
 - o. *Find & Select*
 - i. *Find*
 - ii. *Replace*
 - iii. *Go To*
 - iv. *Go To Special*
 - v. *Formulas*
 - vi. *Comments*
 - vii. *Conditional Formatting*
 - viii. *Constant*
 - ix. *Data Validation*
 - x. *Select Object*
 - xi. *Selection Pane*
3. *Insert*
- a. *PivotTable*
 - i. *PivotTable*
 - ii. *PivotChart*
 - b. *Table*
 - c. *Picture*
 - d. *Clip Art*
 - e. *Shapes*
 - f. *Smart Art*
 - g. *Charts*
 - i. *Column*
 - ii. *Line*
 - iii. *Pie*
 - iv. *Bar*
 - v. *Area*
 - vi. *Scatter*
 - vii. *Other Charts*
 - h. *Hyperlink*
 - i. *Text*
 - i. *Text Box*

- ii. Header & Footer
- iii. WordArt
- iv. Signature Line
- v. Insert Object
- vi. Insert Symbol

4. Page Layout

a. Themes

- i. Themes
- ii. Font
- iii. Color
- iv. Effect

b. Page Setup

- i. Margins
- ii. Orientation
- iii. Size
- iv. Print Area
- v. Break
- vi. Background
- vii. Print Titles

c. Scale to Fit

- i. Width
- ii. Height
- iii. Scale

d. Sheet Options

- i. Gridlines
- ii. Headings

e. Arrange

- i. Bring to Front
- ii. Send to Back
- iii. Selection Pane
- iv. Align
- v. Group
- vi. Rotate

5. Formulas

a. AutoSum

- i. Sum
- ii. Average
- iii. Count
- iv. Max
- v. Min

b. Logical

- i. True
- ii. False
- iii. Not
- iv. OR

v. AND

vi. IF

vii. IFERROR

c. Text

i. Bahttext

ii. Char

iii. Code

iv. Concatenate

v. Clean

vi. T

vii. Text

viii. Dollar

ix. Value

x. Fixed

xi. Exact

xii. Rept

xiii. Lower

xiv. Upper

xv. Proper

xvi. Len

xvii. Left

xviii. Mid

xix. Right

xx. Find

xxi. Search

xxii. Replace

xxiii. Substitute

xxiv. Trim

d. Date & Time

i. Date

ii. DateValue

iii. Day

iv. Days360

v. EDate

vi. EMonth

vii. Month

viii. Year

ix. Now

x. Networkdays

xi. Weekday

xii. Weeknum

xiii. Workkday

xiv. Today

xv. Yearrac

xvi. Time

Parashar Technologies

Think beyond Technology

- xvii. *Hour*
- xviii. *Minute*
- xix. *Second*
- xx. *Timevalue*
- e. *Lookup & Reference*
 - i. *Address*
 - ii. *Areas*
 - iii. *Choose*
 - iv. *Column*
 - v. *Columns*
 - vi. *Row*
 - vii. *Rows*
 - viii. *Hyperlink*
 - ix. *Index*
 - x. *Match*
 - xi. *Indirect*
 - xii. *Lookup*
 - xiii. *Offset*
 - xiv. *Transpose*
 - xv. *HLookup*
 - xvi. *VLookup*
 - xvii. *Getpivotdata*
- f. *Math & Trig*
 - i. *ABS*
 - ii. *Even*
 - iii. *Odd*
 - iv. *Floor*
 - v. *Ceiling*
 - vi. *LCM*
 - vii. *GCD*
 - viii. *Log*
 - ix. *LOG10*
 - x. *Ln*
 - xi. *Exp*
 - xii. *Fact*
 - xiii. *FactDouble*
 - xiv. *Combin*
 - xv. *MDETERM*
 - xvi. *MMULT*
 - xvii. *Multinomial*
 - xviii. *PI*
 - xix. *Power*
 - xx. *Rand*
 - xxi. *Randbetween*
 - xxii. *Roman*
- xxiii. *Round*
- xxiv. *Roundup*
- xxv. *Rounddown*
- xxvi. *Product*
- xxvii. *Quotient*
- xxviii. *Mod*
- xxix. *Sqrt*
- xxx. *SqrtPI*
- xxxi. *Sum*
- xxxii. *Sumif*
- xxxiii. *Sumifs*
- xxxiv. *Sumsq*
- xxxv. *Sumproduct*
- xxxvi. *SumX2MY2*
- xxxvii. *SUMX2PY2*
- xxxviii. *SUMXMY2*
- g. *Other*
 - i. *+*
 - ii. *-*
 - iii. ***
 - iv. */*
 - v. *%*
 - vi. *Percentage*
 - vii. *Grade*
 - viii. *Check Gender*
 - ix. *Find First Name*
 - x. *Find Middle Name*
 - xi. *Find Last Name*
 - xii. *Arrange Mobile Number*
 - xiii. *Sheet To Sheet Formulae*
- h. *Defined Names*
 - i. *Name Manager*
 - ii. *Define Name*
 - iii. *Use in Formula*
 - iv. *Create From Selection*
- i. *Formula Auditing*
 - i. *Trace Precedents*
 - ii. *Trace Dependents*
 - iii. *Remove Arrow*
 - iv. *Show Formula*
 - v. *Error Checking*
 - vi. *Evaluate Formula*
 - vii. *Watch Window*
- j. *Calculation*
 - i. *Calculation Options*

- ii. Calculate Now
- iii. Calculate Sheet

6. Data

- a. Get External Data
 - i. From Access
 - ii. From Web
 - iii. From Text
- b. Connections
 - i. Refresh All
 - ii. Connections
- c. Sort & Filter
 - i. A to Z
 - ii. Z to A
 - iii. Sort
 - iv. Filter
 - v. Clear
 - vi. Reapply
- d. Data Tools
 - i. Text to Columns
 - ii. Remove Duplicates
 - iii. Data Validation
 - iv. Circle Invalid Data
 - v. Clear Validation Circle
 - vi. Consolidate
 - vii. What if Analysis
 - 1. Scenario Manager
 - 2. Goal Seek
 - 3. Data Table
- e. Outline
 - i. Group
 - ii. Ungroup
 - iii. Show Details
 - iv. Hide Details

7. Review

- a. Proofing
 - i. Spelling
 - ii. Research
 - iii. Thesaurus
 - iv. Translate
- b. Comments
 - i. New Comment
 - ii. Delete
 - iii. Next
 - iv. Previous
 - v. Show/Hide Comment

- vi. Show All Comment

- c. Protect Sheet
- d. Protect Workbook

8. View

- a. Normal
- b. Page Layout
- c. Page Break
- d. Custom View
- e. Full Screen
- f. Show/Hide
 - i. Ruler
 - ii. Gridlines
 - iii. Formula Bar
 - iv. Headings
- g. Zoom
 - i. Zoom
 - ii. 100%
 - iii. Zoom to Selection
- h. Windows
 - i. New Window
 - ii. Arrange All
 - iii. Freeze Panes
 - iv. Split
 - v. Hide
 - vi. Unhide
 - vii. View Side by Side
 - viii. Synchronous Scrolling
 - ix. Reset Window Position
 - x. Switch Windows
 - xi. Macros

MS-WORD 2007 SYLLABUS

1. Office Button

- a. New
- b. Save
- c. Save As
- d. Open
- e. Print
- f. Prepare
 - i. Properties
 - ii. Inspect Document
 - iii. Encrypt Document
 - iv. Digital Signature
 - v. Mark As Final
- g. Close
- h. Undo

- i. Redo*
- 2. Home
 - a. Clipboard
 - i. Cut*
 - ii. Copy*
 - iii. Paste*
 - iv. Format Painter*
 - b. Font
 - i. Font Face*
 - ii. Font-Size*
 - iii. Clear Formatting*
 - iv. Bold*
 - v. Italic*
 - vi. Underline*
 - vii. Underline Color*
 - viii. Strikethrough*
 - ix. Double Strikethrough*
 - x. Superscript*
 - xi. Subscript*
 - xii. Change Case*
 - xiii. Highlighted*
 - xiv. Font Color*
 - xv. Shadow*
 - xvi. Emboss*
 - xvii. Engrave*
 - xviii. Small Caps*
 - xix. All Caps*
 - xx. Outline*
 - xxi. Hidden*
 - xxii. Spacing b/w Characters*
 - c. Bullet, Numbering, Multilevel List
 - i. Bullet Type*
 - ii. Bullet Color*
 - iii. Define New Bullet*
 - iv. Bullet Level*
 - v. Start Value*
 - vi. Multilevel Numbering*
 - vii. Restart Numbering*
 - viii. Continue Numbering*
 - d. Alignment
 - i. Left*
 - ii. Right*
 - iii. Center*
 - iv. Justify*
 - e. Indentation
 - i. Increase Indent*
 - ii. Decrease Indent*
 - iii. Hanging*
 - iv. First Line Indent*
 - v. Line Spacing*
 - vi. Paragraph Spacing*
 - vii. Tab Spacing*

- viii. Shading(Background Color)*

- ix. Table Border*

- f. Styles

- i. Change Styles*

- ii. Make New Styles*

- iii. Change Font*

- iv. Change Color*

- g. Editing

- i. Find*

- ii. Find Up*

- iii. Find Down*

- iv. Find All*

- v. Find More*

- vi. Replace*

- vii. Go To*

- viii. Select*

- ix. Select All*

- x. Select with similar Formatting*

- 3. Insert

- a. Cover Page

- b. Remove Cover Page

- c. Blank Page

- d. Page Break

- e. Table

- i. Insert Table*

- ii. Draw Table*

- iii. Convert Text to Table*

- iv. Excel Spreadsheet*

- v. Quick Table*

- vi. Table Design-All*

- vii. Table Layout -All*

- f. Picture

- i. Insert Picture*

- ii. Format Picture*

- iii. Picture Position*

- iv. Crop*

- v. Size*

- vi. All Formatting of Picture*

- g. Clip Art

- All Format of ClipArt*

- h. Shape

- All Formatting of Shapes*

- i. Excel Chart

- j. Microsoft Graph Chart

- k. Bitmap Images

- l. Document within Document

- m. Hyperlink

- n. Bookmark

- o. Cross-reference

- p. Header-Footer

- q. Page Number

- r. Text Box
- s. Quick Parts
- t. WordArt
- u. Drop Cap
- v. Signature Line
- w. Date & Time
- x. Object
- y. Text From File
- z. Equation
- aa. Symbol

4. Page Layout

- a. Themes
- b. Themes Color
- c. Themes Font
- d. Effect
- e. Margins
 - i. Left Right
 - ii. Top Bottom
 - iii. Gutter
- f. Orientation
- g. Page Size
 - h. Columns
 - i. Break
 - i. Page Break
 - ii. Section Break
 - j. Watermark
 - k. Page color
 - l. Page borders
 - i. Box
 - ii. Art
 - iii. Different border on each page

5. Reference

- a. Table of Contents
- b. Footnote Endnote
- c. Bibliography
- d. Table of Figures
- e. Insert Index
- f. Table of Authorities

6. Mailing

- a. Envelope
- b. Labels
- c. Mailing

7. Review

- a. Spelling & Grammar
- b. Research
- c. Thesaurus
- d. Translate
- e. Set Language
- f. Word Count
- g. Comment
- h. Track Changes

- i. Balloons
- j. Show Markup
- k. Reviewing Pane
- l. Changes-Accept Reject
- m. Compare
- n. Protect Document

8. View

- a. Document View
 - i. Print Layout
 - ii. Full Screen Reading
 - iii. Web Layout
 - iv. Outline
 - v. Draft
- b. Show/Hide
 - i. Ruler
 - ii. Gridlines
 - iii. Document Map
 - iv. Thumbnails
- c. Zoom
 - i. Zoom
 - ii. 100%
 - iii. One Page
 - iv. Two Pages
 - v. Page Width
- d. Windows
 - i. New Window
 - ii. Arrange All
 - iii. Split
 - iv. View Side by Side
 - v. Synchronous Scrolling
 - vi. Reset Window Position
 - vii. Switch Window
- e. Macros

PowerPoint Content

1. Office Button

- a. New
- b. Open
- c. Save
- d. Save As
- e. Print
 - i. Print
 - ii. Quick Print
 - iii. Print Preview
- f. Prepare
 - i. Properties
 - ii. Inspect Document
 - iii. Encrypt Document

- iv. Mark As Final
 - g. Send
 - h. Publish
 - i. Close
2. Home
- a. Clipboard
 - i. Cut
 - ii. Copy
 - iii. Paste
 - 1. Paste Special
 - 2. Paste as Hyperlink
 - 3. Duplicate
 - iv. Format Painter
 - b. Slides
 - i. New Slide
 - 1. Duplicate Selected Slide
 - 2. Slide from outline
 - 3. Reuse Slide
 - ii. Layout
 - iii. Reset
 - iv. Delete
 - c. Font
 - i. Bold
 - ii. Italic
 - iii. Underline
 - iv. Strikethrough
 - v. Text Shadow
 - vi. Font Size
 - vii. Clear Formatting
 - viii. Character Spacing
 - ix. Change Case
 - x. Font Color
 - d. Paragraph
 - i. Bullets
 - ii. Numbering
 - iii. Alignment
 - 1. Left Align
 - 2. Center Align
 - 3. Right Align
 - 4. Justify
 - iv. Decrease List Level
 - v. Increase List Level
 - vi. Line Spacing
- vii. Columns
 - viii. Text Direction
 - ix. Align Text
 - x. Convert to Smart Art
- e. Drawing
- i. Shapes
 - ii. Arrange
 - iii. Quick Styles
 - iv. Shape Fill
 - v. Shape Outline
 - vi. Shape Effects
- f. Editing
- i. Find
 - ii. Replace
 - 1. Replace Font
 - iii. Select
 - 1. Select All
 - 2. Select Object
 - 3. Selection Pane
3. Insert
- a. Table
 - i. Insert Table
 - ii. Draw Table
 - iii. Excel Spreadsheet
 - b. Illustrations
 - i. Picture
 - ii. Clip Art
 - iii. Photo Album
 - iv. Shapes
 - v. Smart Art
 - vi. Chart
 - c. Links
 - i. Hyperlink
 - ii. Action
 - d. Text
 - i. Text Box
 - ii. Header & Footer
 - iii. WordArt
 - iv. Date & Time
 - v. Slide Number
 - vi. Symbol
 - vii. Object
 - e. Media Clip

i. Movie

ii. Sound

4. Design

a. Page Setup

i. Page Setup

ii. Slide Orientation

b. Themes

i. Colors

ii. Fonts

iii. Effects

c. Background

i. Background Styles

ii. Hide Background Graphics

5. Animations

a. Preview

b. Animate

c. Custom Animation

d. Transition to This slide

i. Animation on Slide

ii. Animation on Text and Objects

iii. Sound

iv. Speed

v. Apply to All

vi. Advanced Slide

1. On Mouse Click

2. Automatically After

6. Slide Show

a. From Beginning

b. From Current Slide

c. Custom Slide Show

d. Setup

i. Set up Slide Show

ii. Hide Slide

iii. Record Narration

iv. Rehearse Timings

v. Use Rehearsed Timings

e. Monitors

i. Resolution

ii. Show Presentation On

iii. Use Presenter View

7. Review

a. Proofing

i. Spelling

ii. Research

iii. Thesaurus

iv. Translate

v. Language

b. Comments

i. Show Markup

ii. New Comment

iii. Edit Comment

iv. Delete

v. Previous

vi. Next

c. Protect Presentation

8. View

a. Normal

b. Slide Sorter

c. Notes Page

d. Slide Show

e. Slide Master

f. Ruler

g. Gridlines

h. Zoom

i. Fit to Window

j. Color

k. Grayscale

l. Pure Black & White

m. Windows

i. New Window

ii. Arrange All

iii. Cascade

iv. Move Spilt

v. Switch Windows

MS-ACCESS CONTENT

1. Data

2. Database

3. Database Management System

4. Local Database Templates

a. Student

b. Assets

c. Contacts

d. Faculty

5. Office Button

- a. New
 - b. Open
 - c. Save
 - d. Save As
 - e. Print
 - f. Manage
 - g. E-Mail
 - h. Publish
 - i. Close Database
6. Home
- a. Clipboard
 - i. Cut
 - ii. Copy
 - iii. Paste
 - iv. Format Painter
 - b. View
 - i. Design View
 - ii. Datasheet View
 - iii. Form View
 - iv. Layout View
 - c. Font
 - i. Bold
 - ii. Italic
 - iii. Underline
 - iv. Font Color
 - v. Fill/Back Color
 - vi. Alternate Color
 - vii. Gridlines
 - viii. Font Face
 - ix. Font Size
 - x. Alignment
 - d. Rich Text
 - i. Decrease List Level
 - ii. Increase List Level
 - iii. Text Direction
 - iv. Bullets
 - v. Numbering
 - vi. Text Highlight Color
 - e. Records
 - i. Refresh All
 - ii. New
 - iii. Save
 - iv. Delete
- v. Total
 - vi. Spelling
 - vii. More
 - 1. Add From Outlook
 - 2. Row Height
 - 3. Sub Datasheet
 - 4. Hide Columns
 - 5. Unhide Columns
 - 6. Freeze
 - 7. Unfreeze
 - 8. Columns Width
- f. Sort & Filter
- i. A to Z
 - ii. Z to A
 - iii. Clear all sort
 - iv. Filter
 - v. Selection
 - vi. Advanced Filter
 - vii. Toggle Filter
- g. Find
- i. Find
 - ii. Replace
 - iii. Go To
 - iv. Select
7. Create
- a. Tables
 - i. Table
 - ii. Table Templates
 - iii. Table Design
 - b. Forms
 - i. Form
 - ii. Split Form
 - iii. Multiple Items
 - iv. Pivot Chart
 - v. Blank Form
 - vi. More Form
 - 1. Form Wizard
 - 2. Datasheet
 - 3. Model Dialog
 - 4. Pivot Table
 - vii. Form Design
 - c. Reports
 - i. Report

- ii. Labels
- iii. Blank Report
- iv. Report Wizard
- v. Report Design
- d. Other
 - i. Query Wizard
 - ii. Query Design
 - iii. Macro
- 8. External Data
 - a. Import
 - i. Saved Import
 - ii. Access
 - iii. Excel
 - iv. Text File
 - b. Export
 - i. Saved Export
 - ii. Excel
 - iii. Word
 - iv. Text File
- 9. Database Tools
 - a. Show/Hide
 - i. Relationship
 - ii. Property Sheet
 - iii. Object Dependencies
 - iv. Message Bar
 - b. Analyze
 - i. Database Documenter
 - ii. Analyze Performance
 - iii. Analyze Table
 - c. Encrypt with Password
- 10. Design
 - a. Primary Key
 - b. Insert Row
 - c. Delete Row
 - d. Lookup Column
 - e. Data Types
 - f. Property Sheet
 - i. Field Size
 - ii. New Value
 - iii. Caption
 - iv. Smart Tags
 - v. Text Align
 - vi. Text Format

- vii. Validation Rule
- viii. Validation Text
- ix. Required

MS-Outlook Content:

1. E-Mail
2. Outlook
3. Setup E-Mail Account
4. Setup Multiple Email Account
5. POP
6. SMTP
7. Account Setting
8. Incoming Mail Server
9. Outgoing Mail Server
10. Repair Account
11. Change Account
12. Set as Default
13. Remove Account
14. Send/Receive
15. Inbox
16. Outbox
17. Sent Items
18. Create Signature
19. Attached Document
20. Reply
21. Forward
22. Address Book

Internet

1. Network
2. Internet
3. Intranet
4. Extranet
5. Topology
6. Domain
7. Website
8. Hosting
9. ISP
10. Browser
11. Search Engine
 - a. Google

- b. Yahoo
 - c. Bing
 - d. Ask etc.
12. Social Media
- a. Facebook
 - b. Twitter
 - c. LinkedIn
 - d. Google+
 - e. YouTube
 - f. Whatsapp
 - g. Hike etc
13. Email Services
- a. Gmail
 - b. Yahoo Mail
 - c. Hotmail
 - d. Outlook etc.
14. Searching contents/News
15. Download Images/Audio/Video
16. Text To Audio
17. Creating online PDF and interchange
18. Indian Railway – All Details
19. Online Booking – Bus, Taxi, Train, Flight, Hotels
20. Online Payment – Mobile, Electricity, DTH etc.
21. Creating Blog
17. Scanner
18. Operating System
19. MS-Windows XP/7/8.1/10
20. MS-DOS
- a. Internal Commands
 - b. External Commands
21. Creating Folder
22. Drive Management
23. Folder Management
24. Desktop Management
25. Icon Management
26. Recycle Bin
27. Installing Software/Antivirus
28. Uninstalling Software
29. Scanning Computer/Pen Drive
30. Creating CD/DVD
31. Format Hard Disk
32. Use of Pen drive
33. Mobile to PC
34. PC to Mobile
35. Change Language (Hindi/English)

Fundamentals of Computer

1. Computer
2. Data
3. Information
4. Feature of Computer
5. Generation of Computer
6. Parts of Computer
7. Input
8. Output
9. Hardware
10. Software
11. Types of Software
12. Memory
13. Monitor
14. Hard Disk
15. Processor
16. Printer

Our Other Courses

1. Tally
 - a. Tally 9
 - b. Tally 9.ERP
 - i. Accounts
 - ii. Payrolls
 - iii. Inventory
 - iv. Taxes
2. Desk-Top Publishing (DTP)
 - a. Hindi/English Typing
 - b. PageMaker
 - c. Photoshop
 - d. Math Type
 - e. Corel Draw
3. MIS (Advanced Excel/Access)
4. Visual Basic (VB)/ Macros
5. Computer Proficiency Test (CPT)
6. Computer Concept Certificate (CCC)
7. Web Designing
 - a. HTML 5
 - b. CSS 3
 - c. Java Script
 - d. JQuery
 - e. Bootstrap
 - f. Photoshop
 - g. Dream viewer
 - h. Visual Studio
 - i. Live Projects
8. C/C++ Programming Language
9. Java/J2EE
10. C#/ASP.NET
11. MVC/ Razor
12. Live Projects Training in Java/.NET
13. 'O' Level & 'A' Level
14. 10th & 12th from NIOS
15. Distance Education

Parashar Technologies

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Parashar Technologies has a vibrant team of web designers, SEO specialists, Web developers and online marketing specialists, who are extremely skilled and knowledgeable in providing a one stop solution for all your web based requirements. Regardless of size of your organization or company, our solution will be a unique source for your internet marketing needs. We focus on providing a spectrum of customized web based activities that promote your products and services.

Our project management methodology has matured to accommodate the complete communication needs of handling project onsite as well as offshore. At Parashar Technologies our dedication to offering you the best solutions flow from our corporate vision and employee policies, all of which result in ensuring our services meet your goals. Our goal has been to provide cutting edge and innovative solutions in all our engagements and service offerings.

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