

COMPUTER BASIC (MS-OFFICE)

- INTRODUCTION TO COMPUTER
- OPERATING SYSTEM BASICS (MS-DOS, WINDOWS)

○ **MS-WORD (Documentation)**

- Page Setup, Text formatting, Data Proofing, Paragraph setting, Header & footers
- Mail Merge, Table (Applying Math formulas in table)
- **Making PDF File, Live Projects** (Resume, Official Application, Letter, etc.)

○ **MS- EXCEL (Basic + Advance Excel - Data Entry & Data Analysis)**

- **Basics of Excel**, Workbook, Worksheet, Workspaces, Basics of Excel Calculations
- Referencing, Functions & formulas, **Data Importing & Exporting (With Tally)**
- **What-If Analysis**, Sorting and filtering, Data Validation, **H Lookup– V Lookup**
- **Macros**, Goal Seek, Solver, Scenarios, Consolidation of Multiple Sheets
- **Live Projects for analyzing Bulk data** (Banking, Insurance, Students, Employee)
- **Pivot Table, Pivot Chart**, Creating Data Reports, Mark sheets, Account Reports in Excel, **Excel CSV, Excel to PDF** etc. **ChatGPT for Excel (AI)**
- Protecting Excel Workbook, Auditing, Freeze Panes, Naming Cell Range
- Header & footer setting, Page Setup, Printing Excel sheet, etc.
- **Project Work:** Creating Reports, Mark Sheet, Loan Sheet (PPMT, IPMT, PMT)

○ **MS-POWERPOINT (Presentation & Projects)**

- Slide Layout, Slide Transition, Slide Show, Animation, Sound and Video Effects
- Working with Advanced Tools and Masters, Inserting Illustrations
- Objects and Media Clips Using Advanced Features, Enhancing Charts, etc. **(Live Projects)**

➤ **INTERNET**

- **e-MAIL** (Compose, File Attachment, **CC, BCC**, Draft Etc.)
- SEARCHING, SURFING, DOWNLOADING, UPLOADING, CHATING
- STORING YOUR DATA ON **GOOGLE DRIVE**
- INTERNET BANKING , ONLINE SHOPING
- **ONLINE BILL PAYMENT** (MOBILE, ELECTRICITY etc.)
- ONLINE FORMS SUBMISSION (University, Govt. Jobs etc.)
- ONLINE RESERVATION & Ticket Booking (RAILWAY etc), Online **Driving License (DL)**
- **DIGITAL LOCKER** (FOR ONLINE DOCUMENTS STORAGE)
- Online **ADHAR CARD, Voter ID, Ration Card**, Online **RTI, MCD** Online, **PMO, PGMS**
- **ONLINE JOB PORTALS** (NAUKRI.COM, Govt. Jobs portals etc.)

➤ **WORKING WITH HARDWARE DEVICES**

- PENDRIVE, PRINTER
- RAM, ROM, HARD DISK etc.

Duration :20- 25 Classes X 2 Hrs
2 Months Approx, Alternate Days

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