

## MS-OFFICE with AI (COMPUTER BASIC)

- **INTRODUCTION TO COMPUTER, OPERATING SYSTEM (WINDOWS)**
- **MS-WORD (Documentation)**
  - Page Setup, Text formatting, Data Proofing, Paragraph setting, Header & footers
  - Mail Merge, Table (Applying Math formulas in table). **Document Writing using AI**
  - **Making PDF File, Live Projects** (Resume, Official Application, Letter writing using AI)
- **MS- EXCEL (Data Entry and 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, X 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. ; **USE OF AI FOR EXCEL (CHATGPT)**
  - 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. **Creating professional PPT using AI**
- **MS-OUTLOOK**
  - Working with e-Mails, Manage your contacts and Bulk e-mails, Customizing Outlook
  - Working with the Calendar, Meeting Requests and Responses, Appointments & Events
- **INTERNET**
  - **e-MAIL** (CC, BCC, Draft Etc.). **Writing Professional mails using AI**
  - SEARCHING, SURFING, DOWNLOADING, UPLOADING, CHATING
  - STORING YOUR DATA ON **GOOGLE DRIVE**, INTERNET BANKING , ONLINE SHOPING
  - 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 X Alternate Days) **OR** (1 Month X 6 Days/week)

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