

MATRIX COMPUTERS

Office Automation



Microsoft®

Office

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Mansarovar Branch:-

10/564, Kaveri Path, Opp
Kaveri Apartment New K.L.
Stadium Mansarovar, Jaipur-20

94149-30104, 94147-52750

Pratap Nagar Branch:-

83/141, Haldighati Marg,
Opp. Duckling School,
Near Jaipur GYM, Pratap
Nagar, Jaipur-33

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OFFICE AUTOMATION

Prerequisites: Desire to learn and have fun with Computer.

Fees: ₹ 3000/-

Duration: 50 hours

☒ **Fundamentals of computers**

- * What's Computer?
- * Types of Computer
- * History of computer
- * How to On & Off Computer
- * What is booting?

☒ **Working with Microsoft windows 10**

- * Operating system
- * Control Panel Settings
- * Run program with Run Dialog box
- * Extension of Programs
- * Working with notepad & WordPad
- * Microsoft Word 2016
- * Application, Letters Drafting
- * Page & Paragraph settings
- * Mail merge
- * Envelope & labels
- * Tables, Columns, Watermark
- * Make different types of graphic
- * Linking etc.

☒ **Microsoft Excel 2016**

- * Workbook & Woksheets
- * Salary Report, Student Report, MIS Reports
- * Sort & Filter
- * Page Settings
- * Functions & Formulas
- * Chart

☒ **Microsoft Power Point 2016**

- * What's is Presentation
- * Slide intro & Slide View
- * Slide Transition Effect's
- * Slide Animation
- * Audio & Video Effects
- * Header & Footer , Slide Number
- * Action Button, Rehearse Timings
- * Slide Show with video

Branch I: 10/564 Kaveri Path, Mansarovar, Jaipur 20.

Branch II: 83/141, Haldi Ghati Marg, Pratap Nagar, Jaipur 33

☑ Microsoft Access

- * What is RDBMS?
- * Design view & Data Sheet View
- * Create Form & report
- * Make a Query of database

☑ Internet

- * E-Mail, Chatting, Surfing, Facebook, Twitter, Downloading.
- * Railway Enquiries, Railway ticket, flight & bus ticket .
- * online shopping, audio & video Downloads, educational websites
- * result, online form, cloud storage, online Jobs,

☑ Multimedia

- * Songs, Movies play
- * CD/DVD Writing
- * Make a USB Bootable
- * Using Web Camera
- * Printer, Scanner and Pen Drive

☑ Hardware & Software

- * Overview of Computer Parts with deep knowledge
- * Types of Software
- * Windows and Ms Office Installation

☑ Project

- * Pamphlet Design Project
- * Billing Project
- * Marksheet Project
- * Employee Salary Report
- * Computer Education Project in PPT