

**CCC**(COURSE ON COMPUTER CONCEPTS)

		<b>Name :</b>		<b>Course :</b>		<b>Mob No.:</b>	
		<b>IMS NO. :</b>	<b>Admission Date :</b>		<b>Start Date :</b>		<b>End Date :</b>
<b>SR NO</b>	<b>DATE</b>	<b>TOPICS NAME</b>	<b>DAYS REQUIRED</b>	<b>STUDENT SIGN</b>	<b>FACULTY SIGN</b>		
1		<b>BASIC APPLICATION</b>					
2		PAINT	1				
3		NOTEPAD	1				
4		WORDPAD	1				
5		<b>MS WORD 2016</b>					
6		HOME TAB	1				
7		INSERT TAB	2				
8		DESIGN TAB	1				
9		PAGE LAYOUT TAB	1				
10		REFERENCES TAB	1				
11		MAILINGS TAB	1				
12		REVIEW TAB	1				
13		VIEW TAB	1				
14		<b>MS EXCEL 2016</b>					
15		INTRODUCTION OF MS EXCEL AND FORMULS (TOTAL, AVERAGE, MAX,MIN,UPPER,LOWER, PROPER,COUNT, GRADE, Etc....)	2				
16		HOME TAB	1				
17		INSERT TAB	1				
18		PAGE LAYOUT TAB	1				
19		FORMULAS TAB	1				
20		DATA TAB	1				
21		REVIEW TAB	1				
22		VIEW TAB	1				
23		<b>MS POWER POINT 2016</b>					
24		HOME TAB	1				
25		INSERT TAB	1				
26		DESIGN TAB	1				
27		TRANSITIONS TAB	1				
28		ANIMATIONS TAB	1				
29		SLIDE SHOW TAB	1				
30		REVIEW TAB	1				
31		VIEW TAB	1				

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SR NO	DATE	TOPICS NAME	DAYS REQUIRED	STUDENT SIGN	FACULTY SIGN
32		INTERNET & OUTLOOK 2016	3		
33		BASIC HARDWARE	3		
34		FINAL EXAM			