

IDEAL COMPUTERS ALIRAJPUR

CERTIFICATE IN OFFICE AUTOMATION (3 Month) Fees Rs. 3500

NAME _____

PART 1 – Rs. 2000

(A) COMPUTER FUNDAMENTAL

Software and Hardware

1. (Basic of System & Application Software)
2. Type Of Operating System and its Function (Desktop, taskbar, shortcut icon, quick launch, System Tray)
3. Windows Seven And Win 10 AND 11 Overview
4. Ms. Paint, Notepad, Wordpad
5. Basic of internet

(B) Typing Skill

1. Basic Terminology & Typing Skills (Using Typing Tutor Software)
2. Remington gail Typing (With Mangal Font)

(C) Official Typing Work

3. Introduction Of Word

- Tital Bar , Toolbar, Menu Bar, Page Setup, Minimize Maximize, Scroll Bar, Status bar
4. Typing A Letter , Application & Other Official Document In Word
 5. Shortcut Key For (Copy, Cut, Paste, Bold, Italic, Underline, Undo, Redo, Increase/ Decrease Font Size, Change Case, Find.
 6. Make A Design Using Word Art, Auto Shape & Insert Picture From File(Crop, Transparent Color)
 7. Hindi Typing , Hindi & English Both Typing Using Macro Command
 8. Insert Graphics From Instant Artist Software (Group, Ungroup, Fill Color)
 9. Typing A Table Related Document
 10. Printing A Document , Header & Footer, Password To Open Document

(D) Calculation & Table Related Work

1. Introduction Of Spreadsheet

- (Worksheet, Column, Row, Cell)
2. Type A Statement With Primary Calculation (Plus, Minus, Multiple, Divide, Percent)
 3. Type A Mark sheet With Command (Average, Maximum , Minimum , If, Rank, Filter)

PART 2 – Rs. 2000

(A) Presentation Work

1. Introduction of Power point

- Slide show, Custom Animation, Add effect, Slide Transaction, `Format slide Design, insert new Slide
2. Make Photo Album With effect & sound, Duplicate Slide, Funny Slide

(B) Basic Of Computer Hardware

1. Types Of Computers
2. Hardware (Input / Output & Processing (CPU), Memory Device,
3. How to Plug Computer Basic Of, Scanner, Wi-Fi, Camera And Internet Devices, Type Of Printers and its function
4. Points Of System Maintenance
5. Restore and reset of Computer System

(C) Practically Performed activities

1. Control Panel
2. Folder Management, user Account
3. My Document, My Computer, Recycle bin, Screen Saver, Theme, Arrange Icon.
4. Songs & Movie Play
5. Use of pen drive , memory card

(D) E mail & Internet

1. How To Connect Internet From Different Devices (**Modem, Net Setter, Hotspot**)
2. E-mail Account & Its Functions
3. Search Engine and Surfing WebPages
4. Internet Software (team viewer, Skype, Torrent, Blue stack , YouTube downloader, net Banking , Online Purchasing , downloading

Note-

1. 1 Hour Daily
2. Syllabus iqjk gksus rd dkslZ Continue jgsxkA
3. Qhl dh jkf'k Advance tek djuk gksxh A
4. Saturday and Sunday Holiday