Certification Course Details

Title of Certification Course: Office Automation

Purpose of Course: To provide an in-depth training in use of office automation, internet and internet tools. The course also helps the candidates to get acquainted with IT.

Course Objective: Office is the most widely used tool for documenting and organizing information, delivering presentations, as well as processing data in offices environments across the globe.

Pre requisite: None

Course Type (Theory/Practical/Blend): Blend

Eligibility Criteria: 12th Pass

Total Intake: 50

Course Credits: 2 Credits

Course Duration: 30 Hrs

Course Type: Certification

Course Fees: 1000

Course Content

Unit 1: Word Processing

    1.1 Creating, navigating and editing worddocument

    1.2 Page set up and pagebackground,

    1.3 Formatting, navigating and viewing adocument,

    1.4 Find and replace function,

    1.5 Working with table, inserting smart art and shapes

    1.6 Page breaks and section breaks,

    1.7 Headers and footers, watermark, Hyperlinks and bookmarks,

    1.8 Table of content, footnotes, citations and bibliographies,

    1.9 Working with Mail merge

    1.10 Printing a document

Unit 2: Spreadsheets

    2.1 What is Worksheet and Workbook?

    2.2 Excel shortcuts

    2.3 Create worksheet, Formatting workbook and Conditional formatting,

    2.4 Working with Charts and Data validation

    2.5 Sorting data, Auto filter and advanced filter

    2.6 Goal seek and Scenarios

    2.7 Functions: Logical, Counting, Date and Time, Text Functions, Mathematical, Financial and Statistical

Unit 3: Making Presentation

    3.1 What is Presentation? How it helpful in Professional Environment?

    3.2 Creating, browsing and saving presentations, Editing and formatting presentations,

    3.3 Slide layouts, adding notes to the slides.

    3.4 Editing and formatting slides, Inserting objects in slides.

    3.5 Slide transition, animation effects, Rehearsing timings, Slide show options

Unit 4: Communicating using the Internet

    4.1 What is Internet?

    4.2 Create Gmail Account & Google Form

Reference Book:

1. OpenOffice.org for dummies
2. Beginning OpenOffice Calc: From Setting Up Simple Spreadsheets to Business Forecasting
3. OpenOffice.org Writer: The Free Alternative to Microsoft Word
4. Open Office Basic - Author: James Steinberg
5. Open Office .org 3 Writer Guide

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