

Introduction to Windows

- Fundamentals of Computer
- Computer Architecture
- Input Devices/ Output Devices
- Storage Devices
- Central Processing Unit
- System Software's
- Application Software's
- History of Microsoft Windows
- Working with windows Explorer
- Aero Features
- Windows Search
- Task Bar
- Personalization
- Libraries
- Cortana on Desktop
- Multitasking

Ms Word

- Creating and Opening Documents
- Format Text
- How to Save Documents
- Auto Recover
- Page Layout and Formatting
- Checking Spelling and Grammar
- Find & Replace Text
- Working with Headers and Footers
- Creating and Opening Documents
- Format Text
- How to Save Documents
- Auto Recover
- Symbols and Special Characters
- Illustrations, Pictures, and SmartArt
- Table of Contents
- Track Changes
- Document Security

Ms Excel

- Starting a Workbook
- How to work with Excel
- Formatting Text
- Creating Simple Formulas
- How to Copy/ Move
- Absolute/ Relative Reference
- Excel's Different Functions
- Working with Charts
- IF /AND/ OR Conditions
- Sorting
- Grouping Cells Using the Subtotal
- Filtering Cells
- Advanced Filter
- Database Management functions
- Conditional Formatting
- Pivot Tables / Chart

Ms PowerPoint

- Changing PowerPoint views
- Creating a new presentation
- Inserting a new slide
- Use different slide layouts
- Slide Contents
- Using Themes
- Applying a theme to a presentation
- Insert Date & Time/Slide Numbers
- Adding Slide Transitions
- How to apply the Animations
- Set timing for a slide show
- Setup Slide Show

Ms Access

- Creating Tables
- Data types in Access
- Add Edit Data
- Using Navigation Pane
- Queries
- Forms
- Reports
- Creating Table Relationships
- Switch Board Manager

Internet & Email

- History of Internet
- How Internet Works
- How to Choose a ISP
- Web Browsers & Search Engines
- Use Internet to find
- Advanced Search using Google
- Using E mails

Weekday Batch - Thursday 9.00am -12.00noon | 16 Weeks

Weekend Batch - Saturday 9.00am -12.00noon| 16 Weeks