

COMPUTER BASIC'S

4 Months

COMPUTER FUNDAMENTALS

Operating System:

Ms Windows XP, Ms Windows 7
Ms Paint, Notepad, WordPad
Control Panel
CD Downloading, CD Writing
Desktop Properties
File & Folders
File searching
Shortcuts

INTERNET:

- Introduction of Internet
- Email Account creation
- Mail Composing (Write mail)
- Email with Attach file
- Searching various topic's on Net
- Railway Enquiry
- Downloads the information
- Chatting on different websites
- SMS Sending through the Net

MS OFFICE(2007)

MS WORD

- Making CV's
- Letters, Letter Heads
- Official Reports & Documentation

MS EXCEL

- All kinds of official Reports
- Work on advance Formula's
- VLoop
- HLookup
- Working with Pivot Tables
- If with multiple uses
- If with multiple
- Conditional formatting

MS POWERPOINT

- Introduction of presentation
- Making Ppt on different Topic's
- Playing with Animations
- Use of Action Buttons