

Diploma in Computer Operation & Graphics Designing **(DCO&GD)**

1. Computer Fundamentals

Characteristics of Computers, Input Output Devices, Memory, Parts of Computers, Hardware & Software, types & generations of Computers, Applications, Uses & Advantages of Computers.

2. Operating System

Overview of different versions of Windows, basic windows elements. File & Folders Management through Windows Using essential accessories, System Tools, Notepad, Paint, Word Pad (cut copy paste), Windows explorer, System Tools, Calculator.

3. Ms-Word

Word Processing concepts: Creating, Saving and Printing a new document. Opening, closing & editing an existing document. Selecting and Editing Text, Find & Replacing text, creating and Printing Documents, labels & envelope using Mail merge feature of word. Formatting the Document, Page setup and layout. Print & Print Preview. Editing and Proofing Tools, Spelling and grammar checking, Handling Graphics, creating tables and charts.

4. Ms-PowerPoint

Concept and need of Presentation, Creating, Opening and Saving Presentations, working in different Views, working with Slides, Adding and Formatting Text, Formatting Paragraphs, Checking Spellings and Correcting Typing Mistakes, Making Notes Pages and Handouts, drawing and working with Objects, Adding Clip Arts and Pictures, Designing Slide Shows, running and controlling slide shows<printing Presentations.

5. Ms-Excel

Spreadsheet Concepts, Creating, saving and editing a Workbook, Inserting, Deleting Worksheets, entering data in cell, Formulas. Copy and moving data from cells, handling operators in formulae, Using function wizard, Mathematical, Logical, Statistical, Text, financial, date and time functions.

Formatting a Worksheet, formatting cells-changing data alignment, changing data, number character, or currency format, changing font, adding borders and colors, Printing worksheet, Charts and graph creating, Previewing, Modifying Charts.

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6. Internet

Introduction to Internet, WWW, Search Engines, e-mail account creation, sending, managing and receiving e-mails, printing web pages

7. Page Maker

Introduction, Tour of Page maker, Editing, Adding Design Elements, Setting of Templates, Setting up Custom Styles, Using Layers, Printing, Adding Color, Developing Long documents, Using Filters, using Page Maker Help.

8. Corel Draw

Introduction, Creating artistic Text, working with Shapes, controlling the CorelDraw Environment, Setting up Page Layout, Defining Outlines, Mixing up Fills, Drawing and Editing Free Hand Curves, Bezier Curves, Working with Shapes & Curves, Working with Bit Map Images, Lenses and Power Clips, Blends and Contours, working with Perspective, Managing Layers and Pages, Importing and exporting Objects, Printing.

9. Photo Shop

Introduction, Using the Editing Tools, Working with Layers, Channels and Paths, Image Modification Tool, Working with History and Actions, Adjusting Images, Designing images for the Web, Using Image Ready, Saving your work.

Course Duration: 6 Months
Timings: 1:30 Hrs. Daily (Mon-Sat)
Fees: Rs. 6550/-

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