

Certificate Course in Ms-Office (CCMO)

1. Computer Fundamental

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 existing documents. 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.

6. Internet

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

Course Duration: 3 Months
Timings: 1:30 Hrs. Daily (Mon-Sat)
Fees: Rs.3550 /-