

Basic Computer & Fundamentals, & MS Office

<u>INTRODUCTION</u>	<u>OPERATING COMPUTER USING GUI BASED OPERATING SYSTEM</u>
- Objectives - What is Computer? - Components of Computer System - Concept of Hardware and Software - Concept of computing, data and information - Applications of IECT - Bringing computer to life	- Introduction - Objectives - Basics of Operating System - The User Interface - Operating System Simple Setting - File and Directory Management
<u>TYPING</u>	<u>MS - OFFICE</u>
- English - Hindi	- MS Word - MS Excel - MS Powerpoint - MS Paint - Wordpad - Notepad
<u>INTRODUCTION TO INTERNET, WWW AND WEB BROWSERS</u>	<u>COMMUNICATIONS AND COLLABORATION</u>
- Introduction - Objectives - Internet - World Wide Web (WWW) - Web Browsing Softwares - Search Engines - Understanding URL - Surfing the web	- Introduction - Objectives - Basics of E-mail - Using E-mails

<u>MS WORD</u>	
<u>TEXT BASICS</u>	<u>TEXT FORMATTING AND SAVING FILE</u>
Typing the text, Alignment of text	- New, Open, Close, Save, Save As - Formatting Text: Font Size, Font Style

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NEXTGEN

Computer Institute

• Editing Text: Cut, Copy, Paste, Select All, Clear • Find & Replace	• Font Color, Use the Bold, Italic, and Underline • Change the Text Case • Line spacing, Paragraph spacing • Shading text and paragraph • Working with Tabs and Indents
<u>WORKING WITH OBJECTS</u>	<u>HEADER & FOOTERS</u>
• Shapes, Clipart and Picture, Word Art, Smart Art • Columns and Orderings - To Add Columns to a Document • Change the Order of Objects • Page Number, Date & Time • Inserting Text boxes • Inserting Word art • Inserting symbols • Inserting Chart	• Inserting custom Header and Footer • Inserting objects in the header and footer • Add section break to a document
<u>WORKING WITH BULLETS AND NUMBERED LISTS</u>	<u>TABLES</u>
• Multilevel numbering and Bulleting • Creating List • Customizing List style • Page bordering • Page background	• Working with Tables, Table Formatting & Table Styles • Alignment option • Merge and split option
<u>STYLES AND CONTENT</u>	<u>MERGING DOCUMENTS</u>
• Using Build- in Styles, Modifying Styles • Creating Styles, Creating a list style • Table of contents and references • Adding internal references • Adding a Footnote, Adding Endnote	• Typing new address list • Importing address list from Excel file • Write and insert field • Merging with outlook contact • Preview Result • Merging to envelopes • Merging to label • Setting rules for merges • Finish & Merge options
<u>SHARING AND MAINTAINING</u>	<u>PROOFING THE DOCUMENT</u>

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<u>DOCUMENT</u>	
- Changing Word Options - Changing the Proofing Tools - Managing Templates - Restricting Document Access - Using Protected View - Working with Templates - Managing Templates - Understanding building blocks	- Check Spelling As You Type. - Mark Grammar Errors As You Type. - Setting AutoCorrect Options
<u>PRINTING</u>	
- Page Setup, Setting margins - Print Preview, Print	

<u>MS EXCEL</u>	
<u>INTRODUCTION TO EXCEL</u>	<u>FORMATTING EXCEL WORK BOOK</u>
- Introduction to Excel interface - Understanding rows and columns, Naming Cells - Working with excel workbook and sheets	- New, Open, Close, Save, Save As - Formatting Text: Font Size, Font Style - Font Color, Use the Bold, Italic, and Underline - Wrap text, Merge and Centre - Currency, Accounting and other formats - Modifying Columns, Rows & Cells
<u>PERFORM CALCULATIONS WITH FUNCTIONS</u>	<u>SORT AND FILTER DATA WITH EXCEL</u>
- Creating Simple Formulas - Setting up your own formula - Date and Time Functions, Financial Functions - Logical Functions, Lookup and Reference - Functions Mathematical Functions - Statistical Functions, Text Functions.	- Sort and filtering data - Using number filter, Text filter - Custom filtering - Removing filters from columns - Conditional formatting

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<u>CREATE EFFECTIVE CHARTS TO PRESENT DATA VISUALLY</u>	<u>ANALYZE DATA USING PIVOTTABLES AND PIVOT CHARTS</u>
• Inserting Column, Pie chart etc. • Create an effective chart with Chart Tool • Design, Format, and Layout options • Adding chart title • Changing layouts • Chart styles • Editing chart data range • Editing data series • Changing chart	• Understand PivotTables, Create a PivotTable • Framework Using the PivotTable and PivotChart • Create Pivot Chart from pivot Table. • Inserting slicer • Creating Calculated fields
<u>PROTECTING AND SHARING THE WORK BOOK</u>	<u>USE MACROS TO AUTOMATE TASKS</u>
• Protecting a workbook with a password • Allow user to edit ranges • Track changes • Working with Comments • Insert Excel Objects and Charts in Word • Document and Power point Presentation	• Creating and Recording Macros • Assigning Macros to the work sheets • Saving Macro enabled workbook
<u>PROOFING AND PRINTING</u>	<u>PRINTING</u>
• Page setup, Setting print area, Print titles • Inserting custom Header and Footer • Inserting objects in the header and footer • Page Setup, Setting margins, Print Preview, Print • Enable back ground error checking • Setting AutoCorrect Options	• Page Setup, Setting margins • Print Preview, Print

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<u>MS POWERPOINT</u>	
<u>SETTING UP POWERPOINT ENVIRONMENT</u>	<u>CREATING SLIDES AND APPLYING THEMES</u>
• New, Open, Close, Save, Save As • Typing the text, Alignment of text • Formatting Text: Font Size, Font Style • Font Color, Use the Bold, Italic, and • Underline • Cut, Copy, Paste, Select All, Clear text • Find & Replace • Working with Tabs and Indents	• Inserting new slide • Changing layout of slides • Duplicating slides • Copying and pasting slide • Applying themes to the slide layout • Changing theme color • Slide background • Formatting slide background • Using slide views
<u>WORKING WITH BULLETS AND NUMBERING</u>	<u>WORKING WITH OBJECTS</u>
• Multilevel numbering and Bulleting • Creating List • Page bordering • Page background • Aligning text • Text directions • Columns option •	• Shapes, Clipart and Picture, Word Art, Smart Art • Change the Order of Objects • Inserting slide header and footer • Inserting Text boxes • Inserting shapes, using quick styles • Inserting Word art • Inserting symbols • Inserting Chart
<u>HYPERLINKS AND ACTION BUTTONS</u>	<u>WORKING WITH MOVIES AND SOUNDS</u>
• Inserting Hyperlinks and Action Buttons • Edit Hyperlinks and Action Button • Word Art and Shapes	• Inserting Movie From a Computer File • Inserting Audio file • Audio Video playback and format options • Video options, Adjust options • Reshaping and bordering Video
<u>USING SMARTART AND TABLES</u>	<u>ANIMATION AND SLIDE TRANSITION</u>

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• Working with Tables, Table Formatting • Table Styles • Alignment option • Merge and split option • Converting text to smart art •	• Default Animation, Custom Animation • Modify a Default or Custom Animation • Reorder Animation Using Transitions • Apply a Slide Transition, Modifying a Transition, Advancing to the Next Slide
<u>USING SLIDE MASTER</u>	<u>PRINTING</u>
• Using slide master • Inserting layout option • Creating custom layout • Inserting place holders • Formatting place holders	• Page Setup, Setting margins • Print Preview, Print
<u>SLIDE SHOW OPTION</u>	<u>PROOFING AND PRINTING</u>
• Start slide show • Start show from the current slide • Rehearse timing • Creating custom slide show	• Check Spelling As You Type • Setting AutoCorrect Options • Save as video • Save as JPEG files • Save as PowerPoint Show file

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