

Advance Certificate in Office Automation

Course Code : ACR-01

Eligibility : 10th

Duration : 4 Months

Fundamental Of Computers

Introduction To Computers , Types Of Computer , History Of Computer , Generation Of Computer , PC & Its Components , Disk Defragmentor , Categories Of PC , Evolution Of Micro Processors , Registers Of Micro Processors , Basic Components Of Computer System , Input Output& Storage Units , Software , Types Of Software , Types Of Operating System , Categories Of OS , Example Of Utility Program , Programming Languages , Generations Of Programming Language , Application Software , User &Example Of Application Software , Viruses , Types Of Virus , Virus Detection &Prevention , Communication Process , Communication Protocols , Communication Channel/Media , Modem , Components Of LAN , Types Of Internet Connections , Internet& Its Advantages , Internet Services , WWW & Common Technologies of Internet

Dos/Windows XP

DOS :-- Disk Operating System(Dos) , Introduction , History & Versions Of Dos , Basic-Physical Structure Of Disk, Drive Name , Fat , File &Directory Structure And Naming Rules , Booting Process , Dos , System Files , Dos Commands Internal & External Dir,Md,Cd,Rd,Copy,Del,Ren,Vol,Date,Time,Cls,Path,Type Etc. , Chkdsk,Xcopy,Print,Diskcopy,Diskcomp,Doskey,Tree,Move,Label,Append,Format,Sort,Fdisk,Back up,Edit,Move.

Windows XP :-- Introduction To Window XP And Its Features , Hardware Requirements Of Windows , Window Structure,Desktop,Taskbar,Start Menu , Working ,With Recycle Bin – Restoring A Delete File ,Emptying The Recycle Bin , Managing Files, Folders And Disk Navigating Between Folders ,Manipulating Files And Folders ,Creating New Folder ,Searching Files And Folder My Computer Exploring Hard Disk ,Copying And Moving Files And Folder from One Drive To Another Formatting Floppy Drive ,Windows Accessories-Calculator ,Notepad ,Paint, Wordpad ,Character Map,Paint

Application Package (MS Office)

Office package :-- Word processor Software , Spreadsheet software , Presentation software , Database Management software

MS Office :-- Introduction to Ms Office , Introduction to Ms Word , How to Start , Components of Ms Word , File Menu , Edit Menu , View Menu , Insert Menu , Format Menu , Tools Menu , Table Menu , Window Menu , Help Menu

MS Excel :-- Introduction to MsExcel , Calculations , Formula , Functions , Insert Row/Columns , Create Chart , Format Sheet

Tools Menu :-- Goal Seek , Scenario , Auditing

Data Menu :- Sort , Filter , Advance Filter , Sub total , Forms , Validations , Table , Consolidate , Pivot table , Window , Help

MS Power Point :- Introduction , Insert New Slide , Format Slide , Slide Show

MS Access :- Introduction , Different Between DBMS /RDBMS , Hierarchy , Database File , How to Start work , Create database using wizard , Create blank Database

Data base object :- Table , Primary key , Manipulate data , Field properties , Relationships , Forms , Sub forms , Queries , Operators , Calculations , Update Query , Reports , Macro , Import data

Pagemaker

Adobe Pagemaker :- Components of Pagemaker , ToolBox , Palettes , Working with text

Constructing a Publication :- Creating a new Page , Save publication , Preferences

Edit Text :- Edit Story , Master Pge , Measurement , Ruler & guideline , Pge numbers

Layout menu :- Sorting page , Deleting Pge

Text formatting :- Type Menu , Control Palette , Expert Tracking , Indents And Teb

Element Menu :- Fill , Fill and Stroke , Create a Frame , Arrange , Wrap textGroup Object , Image Control , Using PhotoShop Effect , Change the Shape Of Polygon/ Rectangle

Utilities Manu :- Checking Spelling & Grammer , Change Case , Intex Entry

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