



अखिल भारतीय सूचना प्रौद्योगिकी संगठन

All India Information Technology Association

New Delhi

WORK RELATED TO MINISTRY OF INFORMATION TECHNOLOGY (GOVT. OF INDIA)

Advance Certificate in Office Automation

Eligibility : 10th

Duration : 4 Months

Course Code : ADC-04

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, Backup, 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 Deleted 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



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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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