अखिल भारतीय सूचना प्रौद्योगिकी संगठन
All India Information Technology Association
New Delhi
WORK RELATED TO MINISTRY OF INFORMATION TECHNOLOGY (GOVT. OF INDIA)

CERTIFICATE IN COMPUTER CONCEPT

Eligibility : 10th   **Duration :** 4 Months
Course Code : CR-02

Personality Development & Communication Skills

ENGLISH :-- Speaking Fluently , Grammar , Pronunciation , Vocabulary , Listening , Reading , Writing
ACTIVITY :-- Mind & Speech Co-ordination , Logical Thinking , Communication Process , Public Speaking , Body Language , Interview Handling , Group Discussion
PERSONALITY DEVELOPMENT :-- Attitude Management , Success , Motivation , Self Esteem , Interpersonal Skills , Goal Setting

Computer Fundamentals

Introduction To Computers , Types Of Computer , History Of Computer , Generation Of Computer , PC & Its Components , D
isk 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

PC Package (Word , Excel , Power Point)

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 PowerPoint :-- Introduction , Insert New Slide , Format Slide , Slide Show

Accounting Package (Tally 5.4 , 6.3 , 7.2 , 9 , ERP)

Computerized Accounting With Tally :-- Tally Fundamentals , Basic & Advanced Accounting , Accounting fundamentals , Types of Accounts and their rules , Company Create Alter and Delete , Types of Accounting Vouchers , Cost Centers , Inventory features , Types of Inventory Vouchers , Statutory Accounting , Price Levels , Voucher classes , Multi Currency , TDS , VAT , Payroll system , Job Costing , ODBC , Import and Export Tally Data

Graphics Designing (PageMaker , CorelDraw , Photoshop)

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

Coreldraw

Introduction to corel draw , Toolbars , Components of Corel draw
What is New in edit Menu :-- Introduction to corel draw , Duplicate , Clone
View menu :-- Full screen Preview , Grid and ruler setup
Layout Menu :-- Insert page , Delete page , Switching page Orientation , Page setup
Arrange menu :-- Introduction , Transformation , Order , Behind , Group , Shaping
Effects Menu :-- Adjust , Transform , Artistic Media , Contour , Extrude
Bitmap Menu :-- convert to bitmap , Mode , 3d Effect
Art Strokes :-- Charcol , Pastels , Pen & ink , Scrap oared , Sketchpad , Watercolor , Blur , Smooth , Color transform , Halftone
Art Stockes :-- Edge Detect , Find edge
Creative :-- Crafts , Glass black , Sample glass
Distort :-- Blocks , swirl
Noice :-- Add Noice
Text menu :-- Edit text , Fit text to path
Tools & windows

Photoshop

Introduction to Photoshop , About wark area , Toolbox overview
File menu :-- What is new in file
Edit menu :-- What is s new in file , Transform & Patten
Image menu :-- Mode , Rotate image

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Layer menu :-- New layer , Layer styles **,** New fill layer **,** Add layer mask
Select menu :-- Inverse **,** Feather **,** Modify **,** Grow
Filter menu :-- Extract **,** Artistic **,** Blur **,** Brush stroke **,** Distort **,** Pixel *ate* **,** *Render* **,** Sharpen **,** Sketch

Introduction to Internet

Introduction to HTML :-- Introduction to html , HTML element and tags , Evolution of HTML , Creating HTML document , Body element , Block formatting element , Heading element , Marquee element , Paragraph element , List element , Anchor element , Graphics element , Table element , Form element , Frame element
Java Script :-- Introduction to java script , Event in java script , Script element , Functions in java script , variables , Operators , Comment Indicator , Conditional branching Statement , The switch Statement , Loops , Arrays , System defined function , Catching Errors , Cookies , Event handles , Object Hierarchy model
VB Script :-- Introduction to VB Script , Variables , Operators , Conditional branching statement ,Conversion functions , Predefined functions , String handling functions , Data type functions , Date Function
Dynamic HTML :-- DHTML features , Event , DHTML property , Example of DHTML , Style Sheet , Cursor CSS properties , The inner HTML property , The Div element , Text Positioning , Multi media effects
Macromedia Dream viewer

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