Office Automation Cert.Course

Course Duration : 45 Days

Topics & Details

Introduction to Office Automation:

★ **Introduction to Office Automation**
  -Overview of Office Automation
  -Importance and Benefits
  -Common Office Automation Tools

★ **Microsoft Word**
  - Creating, Opening, and Saving Documents
  - Formatting Text and Paragraphs
  - Using Styles and Themes
  - Inserting and Formatting Tables and Images
  - Using Headers, Footers, and Page Numbers
  - Track Changes and Comments
  - Mail Merge

★ **Microsoft Excel**
  - Creating, Opening, and Saving Workbooks
  - Entering and Formatting Data
  - Using Formulas and Functions
  - Creating and Formatting Charts
  - Sorting and Filtering Data
  - Pivot Tables and Pivot Charts

★ **Microsoft PowerPoint**

  - Creating, Opening, and Saving Presentations

  - Adding and Formatting Slides

  - Using Themes and Templates

  - Inserting Images, Audio, and Video

  - Applying Animations and Transitions

  - Delivering and Sharing Presentations

★ **Microsoft Outlook**
  - Setting Up and Managing Email Accounts
  - Composing, Sending, and Receiving Emails
  - Organizing Emails with Folders and Categories
  - Using Calendar for Scheduling
  - Managing Contacts and Tasks

★ **Google Docs**
  - Creating and Sharing Documents
  - Real-time Collaboration
  - Formatting and Styling
  - Inserting Tables, Images, and Links

★ **Google Sheets**
- Creating and Sharing Spreadsheets
- Real-time Collaboration
- Using Formulas and Functions
- Creating Charts and Graphs

★ **Google Slides**
- Creating and Sharing Presentations
- Real-time Collaboration
- Using Themes and Layouts
- Inserting Multimedia

★ **Google Drive**
- Uploading and Organizing Files
- Sharing and Managing Permissions
- Using Google Drive on Different Devices

★ **Internet and Email**
- Basic Internet Concepts
- Using Web Browsers
- Effective Web Searching
- Email Etiquette and Best Practices
- Managing Emails and Attachments
- Using Cloud Storage (Google Drive, OneDrive, Dropbox)

★ **Data Management**
- Introduction to Databases
- Basic Concepts of Microsoft Access
- Creating and Managing Databases
- Designing Tables, Queries, Forms, and Reports
- Basic Concepts of Spreadsheets for Data Management

★ **Digital Communication and Collaboration**
- Using Messaging Apps (Slack, Microsoft Teams)
- Video Conferencing Tools (Zoom, Microsoft Teams, Google Meet)
- Collaboration Tools (Trello, Asana, Monday.com)

★ **English Typing**
- Keyboard Familiarization
  - Understanding the QWERTY Keyboard Layout
  - Home Row Keys and Finger Placement

★ **Basic Typing Lessons**
- Typing Simple Words and Sentences
- Practice Drills for Speed and Accuracy
- Intermediate Typing Lessons
- Typing Paragraphs and Longer Texts
- Improving Speed and Accuracy with Timed Tests
- Advanced Typing Lessons
- Touch Typing Techniques
- Typing Complex Texts and Documents

★ **Typing Software**
- Introduction to Typing Software (e.g., TypingMaster, Rapid Typing)
- Using Online Typing Tools and Resources

★ **Hindi Typing**
- Keyboard Familiarization

- Understanding the Hindi Keyboard Layout (Inscript, Remington)
- Home Row Keys and Finger Placement

★ **Basic Typing Lessons**
- Typing Simple Words and Sentences in Hindi
- Practice Drills for Speed and Accuracy
- Intermediate Typing Lesson
- Typing Paragraphs and Longer Texts in Hindi
- Improving Speed and Accuracy with Timed Tests
- Advanced Typing Lessons

- Touch Typing Techniques in Hindi
- Typing Complex Texts and Documents in Hindi

★ **Typing Software**
- Introduction to Hindi Typing Software (e.g., Anop Hindi Typing Tutor, Soni Typing Tutor)
- Using Online Hindi Typing Tools and Resources.