

Certificate Course in Office Automation

- Introduction to Computer System
- Hardware & Software Basics
- Input and Output Devices
- Opening and Closing Programs
- Screenshot Capture using Snipping Tool
- Create Folder and Subfolder
- Folder - Rename, Copy, Cut and Paste
- Delete and Restore Files
- Text Document Creation Using Notepad
- Image Download using Internet
- Creating a Gmail Account
- Sending and Receiving Emails
- Attaching Files into an Email
- File Conversions
- Creating and Saving Documents in Word
- Text Formatting Using Word
- Inserting Tables and Pictures
- Mail Merge Using Word
- Printing Documents
- Creating Presentations using PowerPoint
- Adding Text and Images
- Using Designs in The Slides
- Attaching Transitions and Animations in The Slide
- Running Slide Shows
- Data Entry, Basic Formula and Chart Creation Using Excel
- Text Formatting using Excel
- Sorting Data Using Excel
- Filtering Data Using Excel
- Sheet Protection in Excel