

Certificate Course in IT and Advanced Office Management

- Introduction to Computer System
- 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
- Attaching Files into an Email
- Creating and Saving Documents in **WORD**
- Text Formatting Using Word
- Inserting Tables and Pictures in Word
- 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**
- Filtering Data Using Excel
- Sheet Protection in Excel
- If and nested If formulas with AND, OR Functions
- Sum ifs, Count ifs, Max ifs, Min ifs, Average ifs
- Database Functions Like DSum, DCount Etc
- Lookup formulas (V LOOKUP - H LOOKUP - X LOOKUP) and Index match formula
- Interest calculation using (PMT, IPMT, PPMT)
- Text and Date functions
- Filtering and Sorting (Adv Filtering) and Conditional Formatting
- Creating Graphs, Pivot Table and Pivot Chart
- What if analysis, Goal Seek
- Forecasting using Formula and Sheet
- Data Validation, Macros and Printing using different formats
- Power Query in excel
- VBA (Visual Basics for Excel) – Coding,
- Selecting data, Data Type, Variable, Loop, Forms
- **Access** (Database, Tables, Relationships, Forms and Reports creation)
- Create and manage formatting, sorting, filtering, validation, and database maintenance using Access tools.