

Office Automation (OA)



This course is design to Beginners

Computer Fundamentals

- ✓ What is Computer?
- ✓ Type of Computers
- ✓ Computer Hardware
- ✓ Computer Software
- ✓ Operating System

Dos

- ✓ File and Directory Command – DIR, CD, MD or MKDIR, RD or RMDIR, DEL
- ✓ System Command - CLS, DATE, TIME, VOL, VER
- ✓ File Handling Command – TYPE, REN, MOVE
- ✓ Useful Utilities – HELP, EXIT, PATH

Windows

- ✓ Display Properties
- ✓ Creating Icons
- ✓ Calculator
- ✓ Windows Explorer
- ✓ MS Paint
- ✓ Notepad
- ✓ Wordpad
- ✓ Creating Files
- ✓ Creating Folders
- ✓ Playing Movies & Songs etc.

MS Word

- ✓ Word Processing Basics
- ✓ Opening Word Processing Package

- ✓ Title Bar, Menu Bar
- ✓ Toolbars & Sidebar
- ✓ Creating a New Document
- ✓ Opening and Closing Documents
- ✓ Opening Documents
- ✓ Save and Save As
- ✓ Closing Document
- ✓ Using The Help
- ✓ Page Setup, Page Layout Borders
- ✓ Watermark
- ✓ Print Preview
- ✓ Printing of Documents
- ✓ PDF file and Saving a Document as PDF file
- ✓ Text Creation and manipulation
- ✓ Document Creation
- ✓ Editing Text
- ✓ Text Selection
- ✓ Cut, Copy and Paste
- ✓ Font, Color, Style and Size selection,
- ✓ Alignment of Text
- ✓ Undo & Redo
- ✓ AutoCorrect
- ✓ Spelling & Grammar
- ✓ Find and Replace
- ✓ Formatting the Text
- ✓ Creating and using user defined Styles
- ✓ Paragraph Indentation
- ✓ Bullets and Numbering
- ✓ Change case
- ✓ Header & Footer
- ✓ Table Manipulation
- ✓ Insert & Draw Table
- ✓ Changing cell width and height

- ✓ Alignment of Text in cell
- ✓ Delete / Insertion of Row
- ✓ Column and Merging & Splitting of Cells
- ✓ Border and Shading
- ✓ Mail Merge
- ✓ Table of Contents, Indexes
- ✓ Adding Comments, Tracking changes
- ✓ Macros

MS Excel

- ✓ Elements of Spread Sheet
- ✓ Creating of Spread Sheet
- ✓ Concept of Cell Address [Row and Column] and selecting a Cell
- ✓ Entering Data [text number date] in Cells
- ✓ Page Setup
- ✓ Printing of Sheet
- ✓ Saving Spreadsheet Opening and Closing
- ✓ Manipulation of Cells & Sheet Modifying / Editing Cell Content
- ✓ Formatting Cell (Font Alignment Style)
- ✓ Cut, Copy, Paste & Paste Special Changing
- ✓ Cell Height and Width
- ✓ Inserting and Deleting Rows Column
- ✓ AutoFill
- ✓ Sorting & Filtering Freezing panes
- ✓ Formulas Functions and Charts
- ✓ Using Formulas for Numbers (Addition, Subtraction Multiplication & Division)
- ✓ AutoSum Functions (Sum, Count, MAX, MIN, AVERAGE etc.)
- ✓ Other Functions (Lookup and Reference, Math, Text, Date and Time, Information etc.)
- ✓ Sort
- ✓ Filter, Advanced Filter
- ✓ What-if Analysis
- ✓ Pivot table Charts (Bar, Column, Pie Line)
- ✓ Data Validation

MS Power Point

- ✓ Creation of Presentation
- ✓ Using a Template Creating a Blank Presentation
- ✓ Inserting & Editing Text on Slides Inserting and Deleting Slides in a Presentation
- ✓ Saving a Presentation
- ✓ Manipulating Slides
- ✓ Inserting Table
- ✓ Adding Pictures
- ✓ Inserting Other Objects
- ✓ Resizing and scaling an
- ✓ Object Creating & using Master Slide
- ✓ Presentation of Slides
- ✓ Choosing a Set Up for Presentation Running a Slideshow Transition and Slide Timings
- ✓ Automating a Slide Show
- ✓ Providing Aesthetics to Slides & Printing
- ✓ Enhancing Text Presentation
- ✓ Working with Color and Line Style
- ✓ Adding Movie and Sound
- ✓ Adding Headers Footers and Notes
- ✓ Printing Slides and Handouts

MS Access

- ✓ Introduction to Database Concepts
- ✓ Starting MS Access and Creating a Database
- ✓ Understanding Tables, Records, and Fields
- ✓ Creating and Modifying Tables
- ✓ Setting Primary Keys
- ✓ Data Types and Field Properties
- ✓ Entering and Editing Data
- ✓ Sorting and Filtering Records
- ✓ Creating Queries (Select, Update, Delete, Append)
- ✓ Using Criteria in Queries

- ✓ Creating Forms
- ✓ Designing and Formatting Forms
- ✓ Creating Reports
- ✓ Formatting and Printing Reports
- ✓ Relationships between Tables
- ✓ Referential Integrity
- ✓ Importing and Exporting Data
- ✓ Macros in MS Access
- ✓ Database Security and Backup

Internet

- ✓ What is Internet?
- ✓ Searching
- ✓ Creating E-Mail ID's
- ✓ Sending E-Mail
- ✓ Receiving E-Mail
- ✓ Using of Address Book
- ✓ Using Trash
- ✓ Using CC, BCC
- ✓ Changing Password settings etc.

