

TECHIE MASTER

Know the capabilities of current technology in knowledge-based expert systems. Teach everything from the basic beginner information to advanced training for individuals hoping to utilize time saving shortcuts.

Module 1: Computer Fundamentals

- Introduction to GUI Based Operating System.
- Basic Applications of Computer.

Module 2: Advanced MS-Word

Participants will learn to use Microsoft Word to produce professional-looking documents.



- Using Mail Merge.
- Working with data sources.
- Creating mailing labels.
- Working with Indexes.
- Bookmarks and cross-references.
- Managing Document Revision by Using track changes.
- Comparing document.
- Linking and embedding Excel tables into Word.

Module 3: MS-Excel Expertise

This course goes in-depth to teach advanced techniques to broaden all students Knowledge



- Elements of Spread Sheet
- Using Financial functions
- Creation of Multiple IF Conditions in One Cell
- Various Methods of Filter and Advance Filter options
- Spread sheets for small accountings
- Import data from external sources



SANGAM EDUCATION WELFARE FOUNDATION
COMPUTER EDUCATION

where technologies evolves

Module 4: Advance Excel

- VLookUp and HLookUp Functions
- Linking Multiple Workbooks
- Pivot Tables and Charts
- Analyzing Data
- Running Macros and Editing
- Protecting Excel Files
- Worksheet protection
- Using data validation

Module 5: MS-PowerPoint Specialist

Participants will be able to finish presentations with sophisticated animation and transition effects as well as package slide shows for distribution.



- Importing and exporting between Word and PowerPoint
- Creating action buttons
- Inserting hyperlinks
- Multimedia Automation
- Transitions and Animations

Module 6: Email Professional

- Viewing an and Sending an email
- Sending same mail to multiple users
- File attachments like png, pdf
- File Zip/unzip

Module 7: Advance usage of Internet

- Surfing the Internet
- Using web browsers
- Google Drive basics
- Creating Google Documents



E-82-B, 1st Floor, Shastri Nagar, Delhi-110052
M.: 9911584305, 7065252529