CERTIFICATE COURSE ON OFFICE AUTOMATION

Course Description

Development of Microsoft Office Design; Workflow Analysis and Design; Type and Characteristics of Office Equipment's; Application, Testing, Evaluation and Maintenance; Concepts of Paperless and Cost Reduction on Application of Office Automation; Problems and Prospects.

Resource Person: Mr. Shiraz Ibrahim Qureshi

Duration: 2 months (3 days a week)

Timings: 2:00 PM to 5:00 PM

Course Outlines

Computer Basics

Computer Definition, Generation of Computers, Identifying Screen Elements, Importance of Office Automation, Application of Computers in Govt. and Private Sector

MS-Word

Open, Close, Save, Save As, Exit, Opening a saved file, Line Numbering (with Styles), Color Writing, Opening New Blank Document. Bullets with Styles, Use of Ruler, Understanding Control Buttons, Shortcuts to Maximize, Minimize, Switching between Documents and Applications, Password Protection, Track Changes, Shut Down

Introduction to Software with its applications. Differentiating between High Level and Low Level Programming Languages, Change Case, Methods of Selecting text (Block) Find and Replace, Cut, Copy, Paste, Columns, Multiple View Techniques, Drop Cap, Margin Settings, Use of Highlighter, Inserting and Modifying Page Numbers,

MS-Excel

Introduction to Excel, Its Use, Importance, Features, Rows & Columns Difference between Cell, Active Cell, Increasing Column Width, Ascending and Descending order of text AutoSum Auto Fill: (S.No, Days & Months) Difference between Workbook and Sheet.
Cell color, Copy & Paste, Moving Cells, Auto Fit, Warping text, Shrink to Fit, Change of orientation, Inserting New Work Sheet. Naming Sheeting, Arranging Sheets, Methods of assigning borders, (Simple, Advance, Auto Format)

MS-Power Point

Introduction to Presentation Tool Packages, Features, Uses and Importance
Open, AutoContent, Template, Auto Layout, Design Temple, Making changes in Temple, Using ClipArt, Excel Chart in Presentation, Filling Textures, Creating Transition Effects, Controlling Slide Show (Manual, Automatic) Custom Animation and Project.

Final Test / Revision of basic concepts / handling practical projects