CERTIFICATE COURSE IN BASIC COMPUTING & OFFICE AUTOMATION

WBEIDCL

A N N E X U R E - II

Detailed Course Break-up of Junior Certificate (Module-I) 36 Hours

Covered Topics	Curriculum
Computer System Basics and Windows Operating System	- An introduction to Computer Systems - Understanding machine configuration - OS and its function - Booting - An Introduction to Windows Environment - Concepts & Creation of Files and Folders - Mouse & its events - Elementary Text entry (Notepad, WordPad) - File Management in Windows (Copy, Move, Rename, Delete Operations) - Transferring Files into a CD, Pen Drive
Office Packages	**Microsoft Word** - Introduction to MS-Word - Creating, Editing, Saving, Opening a Document - Saving and protecting a Document - Document Formatting – Font, Border & Shading, Bullets, Numbering, Paragraph, Symbol, Spelling & Grammar - Working with Header and Footer - Page setup - Creating Multi Columnar Text - Table & Mail Merge Operation - File printing procedure and printer selection **Microsoft Excel** - Introduction to MS-Excel - Creating a simple Excel database - Editing and formatting cells - Cell reference – Relative, Absolute - Writing simple formulae - Working with functions (Mathematical, Statistical,Financial,Text) - Working with IF, AND, OR statement - Data Sorting - Querying Data using Filter - Subtotals - Working with Charts - Printing worksheet **Microsoft PowerPoint presentation** - Introduction to PowerPoint. - Creating a Presentation. - Slide Views and their Functionaries and Different Slide Types. - Working with Slides (Adding Text, Graphics, Table, Chart, Sounds & Movies). - Applying Slide Effects (Slide Transition, Object Animation and Sound effects). - Automation of Slides Presentation and setting up Slide Timings. - Making a Presentation as Power Point Show

Internet & E-mailing	**Internet** • Concept of Network (Basics) • Internet terminologies – www, http, https, smtp, Broadband, etc. • Concept of Server and Client • Different Browser • Browsing the Internet • Setting Home Page for the Browser • Using Search Engines • Concept of Upload and Download • Downloading Data from Web – Picture, Text Content, File • Basics of online applications – Corporation Site Data, Railway Ticketing, Other Forms etc. • Social Media (WhatsApp) activities for Office Purpose **E-mailing** • Concept of E-mailing Service Providers (Paid Mails, Free Web Based Mails, Outlook) • E-mailing Terms – To, Cc, Bcc, Forward, Reply • Opening Free Account • Concept of E-mail Folders – Inbox, Sent Items, Draft, Spam, Trash, etc. • Accessing E-mail account using User ID and Password • Create recipient group for Group Mailing • Sending Mail to individual / group • Reading received E-mail • Replying to a Mail message • Forwarding a Mail message • Attaching Files • Adding Signature

A N N E X U R E - III

Detailed Course Break-up of Senior Certificate (Module-II) 36 Hours

Covered Topics	Curriculum

Advanced Excel	• Recapitulation of Excel Basics
	  o Excel Fundamentals and Operators
	  o Formatting of Worksheets (Row, Column, Cell, Cell Content)
	  o Writing Simple Formulae with basic operators (+, *, /, -, ^ etc.)
	  o Cell Reference (Relative and Absolute)
	  o Basic Functions of Excel
	
	• Working with Data and Record in Advanced Method
	  o Data Transpose
	  o Changing Cell Alignment, Wrap, Merge Cells, Shrink, etc.
	  o Finding and Removing Duplicate Entries
	  o Changing Various Data Formats
	  o Conditional Formatting
	  o Convert Text to Table
	
	• Customizing Series and Pattern
	  o Advanced Auto Fill Feature
	  o Custom List and Auto Fill creation
	
	• Advanced Calculation in Excel
	  o Name creation and using it in formulae
	  o Working with Complex Formulae
	  o Cell Reference (Mixed and Circular)
	  o Working with Advanced Functions in Excel
	
	• Working with Data from Multiple Worksheets and Workbooks
	  o Use Link and External Reference
	  o Use 3-D References
	  o Consolidate Data
	  o Data Importing from different sources
	
	• Data Analysis
	  o Data Sorting
	  o Auto Filter and Advanced Filter
	  o Advanced Filter – different sorts of filtering method
	  o Data Subtotal
	  o Working with Pivot Table
	
	• Use Lookup Formulas and Formula auditing
	  o Use Lookup Functions
	  o Trace Precedents and Dependents
	  o Watch and Evaluate Formulas
	
	• Forecasting Data with What if analysis
	  o Goal Seek
	  o Scenarios
	  o Data Table
	
	• Graphical Presentation of Data
	  o Excel Advanced Charts
	  o Pivot Chart
	
	• Sharing and Protecting Workbooks
	  o Collaborate on a Workbook
	  o Track Changes
	  o Worksheet and Workbook Protection
	
	• Automating Workbook Functionality
	  o Apply Data Validation
	  o Search for Invalid Data and Formulas with Errors

	o Working with Simple Excel Macro
	
	• Exporting Data for Printing
	  o Making PDF of Excel File
	  o Printing Techniques in Excel

Database Management using Access	• Anatomy of a Database
	• DBMS & RDBMS Concept
	• Introduction to Access
	• Database Objects
	• Different types of Key (Primary Key, Foreign Key, Composite Key, Candidate Key etc.) in Database
	• Creating Database Table
	• Different types of Data type (Text, Memo, Number, Date/Time, Currency, AutoNumber, Yes/No, OLE Object, Hyperlink, Attachment, Lookup Wizard) and their uses
	• Working with Tables with different Field Properties (Field Size, Format, Input Mask, Default Value, Validation Rule, Validation Text, Required, Allow Zero Length, Indexed, Unicode Compression etc.)
	• Changing views
	• Modifying Table Structure
	• Building Relationship among Tables
	• Working with Queries
	  o Select Query
	  o Append Query
	  o Update Query
	• Parameterized Query
	• Creating New Field in Query
	• Simple and Complex Calculation in Query
	• Creating Forms in Wizard mode and Design mode
	• Creating Reports in Wizard mode and Design mode
	• Creation of Switchboard for navigating Forms and Reports

Use of SQL in Access	• What is Structured Query Language (SQL) • Where will you find SQL in Access? • SQL Keywords • The CRUD Operation (Create, Read, Update, Delete) • SELECT Query • Selecting Records by Criteria • Comparison Operator • INSERT Query • UPDATE Query • DELETE Query • SELECT DISTINCT • ORDER BY • Joining Tables
Web Page Designing using HTML	• Basics of web design • Introduction to HTML • How to format text • Working withTables • Creating Lists • Adding web links and images • Inserting videos and audio • Creating Web Forms • Image Mapping • Working with Layers