MATRIX COMPUTERS

Office Automation

Microsoft® Office

Director

Mr. Kamal Bhatia

94142-44351

Head Office:-

10/564, Kaveri Path, Opp

Kaveri Apartment Near K.L.

Stadium Mansarovar, Jaipur-20

94149-30104, 94147-52750

www.matrixcomputers.in

matrixcomputers.in@gmail.com

OFFICE AUTOMATION

Prerequisites: Desire to learn and have fun with Computer.

Fees: ₹ **Duration:** 50 hours

- ☑ Fundamentals of computers
  - ❋ What's Computer?
  - ❋ Types of Computer
  - ❋ History of computer
  - ❋ How to On & Off Computer
  - ❋ What is booting?
- ☑ Working with Microsoft windows 10
  - ❋ Operating system
  - ❋ Control Panel Settings
  - ❋ Run program with Run Dialog box
  - ❋ Extension of Programs
  - ❋ Working with notepad & WordPad
  - ❋ Microsoft Word 2016
  - ❋ Application, Letters Drafting
  - ❋ Page & Paragraph settings
  - ❋ Mail merge
  - ❋ Envelope & labels
  - ❋ Tables, Columns, Watermark
  - ❋ Make different types of graphic
  - ❋ Linking etc.
- ☑ Microsoft Excel 2016
  - ❋ Workbook & Woksheet
  - ❋ Salary Report, Student Report, MIS Reports
  - ❋ Sort & Filter
  - ❋ Page Settings
  - ❋ Functions & Formulas
  - ❋ Chart
- ☑ Microsoft Power Point 2016
  - ❋ What's is Presentation
  - ❋ Slide intro & Slide View
  - ❋ Slide Transition Effect's
  - ❋ Slide Animation
  - ❋ Audio & Video Effects
  - ❋ Header & Footer , Slide Number
  - ❋ Action Button, Rehearse Timings
  - ❋ Slide Show with video
- ☑ Microsoft Access

MATRIX

- What is RDBMS?
- Design view & Data Sheet View
- Create Form & report
- Make a Query of database

☑ Internet

- E-Mail, Chatting,Surfing,Facebook,Twitter,Downlaoding.
- Railway Enquiries, Railway ticket, flight & bus ticket .
- online shopping, audio & video Downloads, educational websites
- result, online form, cloud storage, online Jobs,

☑ Multimedia

- Songs,Movies play
- CD/DVD Writing
- Make a USB Bootable
- Using Web Camera
- Printer, Scanner and Pen Drive

☑ Hardware & Software

- Overview of Computer Parts with deep knowledge
- Types of Software
- Windows and Ms Office Installation

☑ Project

- Pamphlet Design Project
- Billing Project
- Marksheet Project
- Employee Salary Report
- Computer Education Project in PPT

MATRIX