

FUNDAMENTAL OF COMPUTER

Practical Work: English typing-Tutor (*During theory of Fundamental*)

Theoretical Work:- Introduction to Computer, Definition of Computer, Computer Characteristics, Classification of Computer, Input/Output Unit- CPU, History & Generations of Computers, Bit & Bytes, Introduction to Computer Hardware-Input & Output Devices, Memory & its types, Introduction to Computer Software & its Classification.

WINDOW/S

Theoretical Work:- Operating System- Definition & Function, Introduction to Window & its current versions, Introduction & types of Window 2000. **Practical Works:-** Start up window on your CPU & Monitor, Introduction to Window Accessories- Calculator, Note Pad, Word Pad, and Paint & Clock.

INTERNET

Theoretical Cum Practical Work:- Introduction to Internet, History of Internet, Browser, Types of Browsers, Open Website, E-Mail- Creating, Composing, Chatting, Attachments, writing & sending.

MS WORD

Theoretical Cum Work:- Introduction to MS Word, MS Word Screen, Title bar, Menu bar, Standard tool bar, Formatting tool bar, The Ruler, Status bar. **Practical Work:- To Create, Open, Save Documents etc:** New Document, Page Setup of Document, Type words in Documents, Save/Save as Document, Open Document, Print Preview of Document, and Print. **To Edit Document:** Undo typing, Redo typing, Cut, Copy, Paste, Office Clipboard, Select All, Find, Replace, Go to. **To View Document:** Normal View, Web layout View, Print Layout View, Outline View, Task pane. **Toolbar Options,** Ruler View, Document Map, Header & Footer, Full Screen View, Zoom. **To Insert Date, Time Symbol, Picture etc. in Document:** Page Number, Date & Time, Symbol, Picture-Clipart/FromFile/OrganizationChart/WordArt/AutoShapes/Chart, Comment, Hyperlink, Reference-Footer/Caption, Diagram, Textbox, File, object. **To Format font, paragraph etc. in documents:** Font, Paragraph, Bullet & Numbering Border, Shading, DropCap, ChangeCase, Background, Theme, Style & Formatting. **To Create Table:** Draw table, Insert table, Delete table, Select Table, Table Auto format, Convert text to table. Convert table to text.

MS EXCEL

Theoretical Cum Practical Work:- Introduction to MS Excel, MS Excel Screen, Standard tool bar, Formatting tool bar, Creating work book, Entering Data, Creating Formulas, Formatting a Worksheet, Inserting Table, picture ,Charts, Sorting, Printing. Function-Statistical Function/Logical Function, Filtering Data. General Template- Loan Calculator, Invoice etc.

ADVANCE MS EXCEL

Introduction to Excel 2010, Excel Interface, Introduction to Excel Sheet, Excel Cells, How to Use Sum Formula in Excel, How to Use Average Formula in Excel, How to Use Average If Formula in Excel, How to Use Sum If Formulas In Excel, Count and Countif, Isnumber And Isblank Formula in Excel

Rows And Columns Formula in Excel, Max And Min Formula in Excel, Transpose Formula In Excel, Date, Time And Now Formula In Excel, If Formula in Excel, Rank Formula in Excel, Power And Fact Formula In Excel, Countif Formula in Excel, How to Use Countifs Sum if Formula In Excel, How to Use Countifs Formula In Excel, How to Use AutoFilter In Excel, How to do Data Validation In Excel, How to Use Lookup Formula, How to Use Hlookup Formula, How to Use Advance Filter In Excel, How to do Custom Data Validation In Excel, How to do Conditional Formatting, How to Use Data With If Function, How to Use Absolute Cell Reference, How to Use Text Function, How to Use PMT Formula, How to Use FV Formula In Excel, How to Use PPMT Formula In Excel, How to Use IPMT Formula In Excel, How to Use Present Value In Excel, How to Use NPER Formula In Excel, How to Use Rate Formula In Excel, How to Use Cumipmt Formula In Excel, How to Use Upper, Lower, Proper Formula In Excel, How to Use Left, Right, Mid & Concatenate Formula, How to Use Trim, Len, Replace Formula In Excel, How to Use Countblank Formula In Excel, How to Use Hyperlink Formula in Excel, How to Use Auto fill In Excel, How to Use Isblank Formula With If Function In Excel, How to Use chart In Excel, How to Use Line Chart In Excel, How to Use Pie Chart In Excel, How to use Bar Chart In Excel, How to Use Pivot Table In Excel, How to Use Area Chart In Excel

MS POWERPOINT

Theoretical cum Practical Work:- Introduction to MS PowerPoint, Main Elements of presentation- Slides/Handout/SpeakersNote/Outlines, Creating a presentation, To format Slides, To Insert- Table/Chart & other Drawing objects. To print Slides.

MS ACCESS

Theoretical cum Practical Work:- Introduction to MS Access, MS Access Screen, Title bar, Menu Bar, The toolbars, The status Bar, *Create/Open/Close* a database, *Creating/Closing/Saving* data tables, Relationships, Queries, Forms, Reports.

HTML

Theoretical cum Practical Work:- Introduction to HTML, Concept, Versions of HTML, HTML editors, Elements of HTML-Tags/Attributes, To write a HTML document, Minimum Required Tags in HTML-HTML Tag/Head Tag/Title Tag/Body Tag, A Sample of HTML Document, Headings, Paragraphs, Line Break, Lists- Number list/Unnumbered List/Definition Lists/Nested List, Type Attribute, Preformatted Text, Using Links-WebPages/Mailto/Images, Specify Size of images, Character Formatting- Bold/Underline/Italic/Subscripts/Superscripts/Alignment Attribute/Changing Font Size & Color, Setting the Color of Body Background/Text & Links. Background Graphics or Images.

DHTML

Theoretical Cum Practical Work:- Introduction to DHTML, Table-Tag/Border/Cells/Row/Space/Size/Alignment/Spanning Rows & Columns/Specify Background Color/Creating Table with in Table, Frames, Using Forms- Setting Up a Form/Creating a text box/Creating a Radio Button/Creating a Checkbox/Creating a Menu/Creating Buttons a Submit or Accept, Reset or Refresh.

JAVASCRIPT

Theoretical Work:- Introduction to JavaScript, Overview, Difference between JavaScript & Java, Versions of JavaScript, Syntax & Conventions, Writing a Simple JavaScript Program, Variables & their Naming Rules, Variable Scopes, Expressions, Conditional Expressions, Loop Statements-for Statement/while Statements/break Statements/continue Statements, Functions, Arrays, Objects, Event handlers-onClick/onMouseOver/onSubmit/onFocus/onChange/onBlur/onLoad/onunload, Dialog boxes -Alert, Confirm & Prompt, **Practical Work:-** Script for Creating an Alert Dialog Box, Script for Creating an Prompt Dialog Box, Some Scripts for Practicing in Java.

C PROGRAMMING

Theoretical Cum Practical Work:- Introduction to Computer Language/Assembling Language/High Level Language, Introduction to C Language, Features of C Language, Use of C Language, Structure of C language, C Character Set, Identifier-Variable/Constant-String Constant, Numeric Constant, Character Constants, Operators- Arithmetic operator/Assignment Operators/Comparison & Logical operators/Special Operators, Data input & Output, Decision Control Structures, Loop Control Structures, Function, Array.

C++ PROGRAMMING

Theoretical Cum Practical Work:- Introduction to C++ Language, C++ Character Set, Identifier- Variable/Constant-String Constant, Numeric Constant, Character Constants, Operators & Expressions, Data input & Output, Decision Control Structures, Loop Control Structures, Function, Array, Classes, Some Solved Programmes for Practice.

VISUAL BASIC

Theoretical Cum Practical Work:- Introduction to VB, Features of VB, VB 6 Vs other version of VB, Structure of VB Application- Control Property & Methods, Procedure of VB- event, general, function & properties, Modules in Visual Basic- form modules, standard & class modules, Data Types, Variable, Constant operators- Math operator, comparison, logical operator , Decision Control structure, Loop Control structure, Function, array.

ORACLE

Theoretical Cum Practical Work:- Introduction of Oracle/RDBMS, objectives, SQL*Plus, SQL Command, DDL-Create, Alter, Drop, DML- Insert, Delete, Update, select, DCL- (Grant, Revoke) Creating a table-Constant, Data Types, Operators & Functions, Alter a table, Character set, Identifier, constant, variables, Trigger- Creating a trigger, Altering a trigger, Deleting a Trigger.

JAVA PROGRAMMING

Theoretical Cum Practical Work:- Objects Oriented Programming Concept, Introduction of Java Programming, Data Types, Variables, Laterals, Operator- (Arithmetic, unary, relational, conditional) Expression- Decision making & looping, Array, Classes, Objects, Interface, Inheritance, String Characters, packages.

TALLY

Theoretical Cum Practical Work:- Basic of Accountancy, Introduction to Tally, Meaning of Tally, Use of Tally, To Start Tally, To Create Company, Selecting a Company, Altering a Company, Closing a Company, Accounts Groups- Creating Ledger Accounts, Display Ledger Accounts, Altering a Ledger Account, Deleting Ledger Accounts, Multiple Ledgers, Exit From Tally, Inventory Information- Introduction of Inventory Information, Stock Groups, Stock Categories, Creating Multiple Stock Categories, Units of Measures, Location & Godown, Stock Items, Purchase Order, Sales Order, Invoice Entry, Voucher Entry- Introduction of Voucher Entry, Steps to Make Voucher Entry, Receipt Voucher, Payment Voucher, Contra Voucher, Purchase Vouchers, Sales Voucher, Journal Voucher, Credit Note, Debit Note, Journal, Stock Journal, Physical Stock Voucher, Memo Voucher, Reversing Journals, Displaying, Altering & Deleting Vouchers. Reports- Introduction of Reports, Balancesheet, Configuring Balance Sheet, Printing Balance sheet, Profit & Loss Account, Printing of Profit & Loss Account, Stock Summary, Configuring of Stock Summary, Printing of Stock Summary, Day Book, Configuring of Day Book, Printing of Day Book, Accounts Books, Group Summary, Inventory Books, Statements of Inventory, Taxes- VAT, TDS or Sales Tax or Service Tax. Or Concept of Payroll, Solved Exercise.

PAGEMAKER

Theoretical Cum Practical Work:- Introduction to PageMaker- PageMaker Environment Elements, Navigating a PageMaker Document & Tools, Creating a Document- Document Setup and Saving, Using Text, Using and Importing Graphics, Multi-Page Documents- Multi-Page Document Setup, Master Pages, Inserting Pages and Working with Text, Working with Frames- Creating Text Frames, Formatting Text- Character Formatting, Paragraph Formatting, Working with Indents, Tabs, and Rules, Graphics- Working with Text and Graphics, Attaching Text to a Frame.

CORELDRAW

Theoretical Cum Practical Work:-Introduction: About Corel Draw, Creating a New Document, Opening a Existing Document, Working With Templates, Layout, Import, Export, Tools-Pick tool, Smudge Brush, Roughen Brush, Free Transform Tool, Crop tool, Hand Tool, Text tool, freehand tool, Rectangular tool, Interactive tool, Eyedropper tool, Outline tool, Fill tool, Interactive Fill tool, Selecting fill and outline color, Corel Draw Layout-Insert Page, Delete Page, Rename Page, Page Setup, Page Background Working with Shape & Object- Drawing Rectangle, Drawing Circle, Drawing Polygon, Creating Star, Working with Basic shape, Arrows, Flowchart Shape, Banner Shape, Working with Text & Line- Formatting Text, Formatting Paragraph, Changing Shape of the Text, Working With Lines, Design Works- Logo, Poster, Visiting Cards etc.

PHOTOSHOP

Theoretical Cum Practical Work:-Introduction to Photoshop-Resetting Tools, Resetting Preferences, The Interface, Workspaces, Toolbox, Opening, Closing, and Saving Images, Save for Web, **Using the Quick Edit Workspace-** Creating Photo Vignettes, Using the Marquee Tools, Feathering a Selection, Basic Image Cropping, Using the Smart Brush Tool, Editing Smart Brush Effects, Selective Coloring the Easy Way, **Selection-**The Select Menu, Refine Edge, Using the Marquee Selection Tools, Using the Lasso Tool, Using the Magnetic Lasso Tool, Using the Polygonal Lasso Tool, Using the Magic Wand, Creating a Simple Composite Image, Using the Selection Brush, Using the Quick Selection Tool, Using the Magic Extractor, Using the Defringe Command, Making a Picture-in-Picture "Snapshot", Stroking Selections, Using the Shear Filters, Adjustment Layers, **Working with Color-**Color Basics, Using the Color Picker, Using the Swatches Palette,Color Management in PSE 7, Using the Undo History Palette, Resizing and Resampling Images, **Layers-** Merge Down, Merge Visible, Flatten: Why and When, Fill Layers, Group with Previous, Changing Layer Content, Taking a Screenshot & **Scanning a Photo.**