**TRAINING MODULE ON COMPUTER OPERATIONS (ADVANCED COURSE)**

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| **Name of the Package of Courses** | **“Good Governance” for COMPUTER OPERATIONS (ADVANCED COURSE)** |
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| **Sessions** | **Duration** | **Topics** |
| **Day – 1**  |
| **Session – I**10.00 AM 11.15 AM | 75 Min. |  |
|  | Data ValidationSetting Data ValidationChecking for invalid DataIntroduction to Macros |
|  |  | **Tea** |
| **Session – II**11.30 AM- 12.45 PM | 75 Min. |  |
|  | Macros Contd……Over viewRecording a MacroRunning MacroAdd Macros to quick access tool barSimple editing of Macros |
|  |  | **Lunch** |
| **Session – III**1.45 PM - 3.00 PM | 75 Min. |  |
|  | Creating queriesCreating simple queriesQueries involving multiple tablesCreating look up queriesUsing Total, Averages and other calculations |
|  |  | **Tea** |
| **Session – IV**3.15 PM- 4.30 PM | 75 Min. |  |
|  | Creating simple forms using form wizardsMain formSub FormIntroduction to MacrosCreating and running simple macrosCreating reportsSimple Column ReportsTabular ReportsCreating Summary reportsCreating groups / total reportsImporting data to Excel and other data sourcesExporting data to Excel and other data sources |
| **Day – 2**  |
| **Session – V**10.00 AM- 11.15 AM | 75 Min. |  |
|  | Introduction to MS-ExcelNaming RangesNaming a Cell, Range or FormulaPasting names in FormulasDeleting a named rangePaste a list of named ranges |
|  |  | **Tea** |
| **Session –VI**11.30 AM- 12.45 PM | 75 Min. |  |
|  | FunctionsIf StatementsText FunctionsDate and TimeLook up functionsFinancial FunctionsMathematical FunctionsSub Totals |
|  |  | **LUNCH** |
| **Session – VII**1.45 PM - 3.00 PM | 75 Min. |  |
|  | Special EffectsApplying preset animationCustom AnimationAnimation for Charts Slide TransitionsRehearse timing for slides working with media files |
|  |  | **Tea** |
| **Session – VIII**3.15 PM- 4.30 PM | 75 Min. |  |
|  | Custom Design templateDesigning layout for templatesCreating custom colour schemesSlide Master and Title MasterAdding a logo and custom bullets inside masterSaving custom design templatesDelivering PresentationsUsing he action buttonWorking with hyperlinks using word, excel and internetDelivering presentations using custom showEmbedding MS-Excel worksheets in Power pointCreating a complete pack of a presentation |
|  |  | **DAY-3 ()** |
| **Session – IX**10.00 AM- 11.15 AM | 75 Min. |  |
|  | Introduction to MS-AccessGetting startedCreating a data base |
|  |  | **Tea** |
| **Session – X**11.30 AM- 12.45 PM | 75 Min. |  |
|  | Creating tablesData types and sizesField propertiesCreating indexesEntering DataEditing and deleting dataCopying and Moving DataSorting DataCreating filters on data |
|  |  | **LUNCH** |
| **Session –X I**1.45 am- 3.00 PM | 75 Min. | Introduction to Power pointGetting StartedCreating Presentations using Auto Content WizardDifferent Views in Power pointNormal, Sorter, Outline, Notes page, Slide showSaving, Opening and Closing PresentationsLayoutUsing title slideUsing Bullets & PicturesCreating TablesCreating ChartUsing organizational chart |