**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 Validation  Setting Data Validation  Checking for invalid Data  Introduction to Macros |
|  |  | | **Tea** |
| **Session – II**  11.30 AM- 12.45 PM | 75 Min. | |  |
|  | | Macros Contd……  Over view  Recording a Macro  Running Macro  Add Macros to quick access tool bar  Simple editing of Macros |
|  |  | | **Lunch** |
| **Session – III**  1.45 PM - 3.00 PM | 75 Min. | |  |
|  | | Creating queries  Creating simple queries  Queries involving multiple tables  Creating look up queries  Using Total, Averages and other calculations |
|  |  | | **Tea** |
| **Session – IV**  3.15 PM- 4.30 PM | 75 Min. | |  |
|  | | Creating simple forms using form wizards  Main form  Sub Form  Introduction to Macros  Creating and running simple macros  Creating reports  Simple Column Reports  Tabular Reports  Creating Summary reports  Creating groups / total reports  Importing data to Excel and other data sources  Exporting data to Excel and other data sources |
| **Day – 2** | | | |
| **Session – V**  10.00 AM- 11.15 AM | 75 Min. | |  |
|  | | Introduction to MS-Excel  Naming Ranges  Naming a Cell, Range or Formula  Pasting names in Formulas  Deleting a named range  Paste a list of named ranges |
|  |  | | **Tea** |
| **Session –VI**  11.30 AM- 12.45 PM | 75 Min. | |  |
|  | | Functions  If Statements  Text Functions  Date and Time  Look up functions  Financial Functions  Mathematical Functions  Sub Totals |
|  |  | | **LUNCH** |
| **Session – VII**  1.45 PM - 3.00 PM | 75 Min. | |  |
|  | | Special Effects  Applying preset animation  Custom Animation  Animation for Charts  Slide Transitions  Rehearse timing for slides working with media files |
|  |  | | **Tea** |
| **Session – VIII**  3.15 PM- 4.30 PM | 75 Min. | |  |
|  | | Custom Design template  Designing layout for templates  Creating custom colour schemes  Slide Master and Title Master  Adding a logo and custom bullets inside master  Saving custom design templates  Delivering Presentations  Using he action button  Working with hyperlinks using word, excel and internet  Delivering presentations using custom show  Embedding MS-Excel worksheets in Power point  Creating a complete pack of a presentation |
|  |  | | **DAY-3 ()** |
| **Session – IX**  10.00 AM- 11.15 AM | 75 Min. | |  |
|  | | Introduction to MS-Access  Getting started  Creating a data base |
|  |  | | **Tea** |
| **Session – X**  11.30 AM- 12.45 PM | 75 Min. | |  |
|  | | Creating tables  Data types and sizes  Field properties  Creating indexes  Entering Data  Editing and deleting data  Copying and Moving Data  Sorting Data  Creating filters on data |
|  |  | | **LUNCH** |
| **Session –X I**  1.45 am- 3.00 PM | 75 Min. | | Introduction to Power point  Getting Started  Creating Presentations using Auto Content Wizard  Different Views in Power point  Normal, Sorter, Outline, Notes page, Slide show  Saving, Opening and Closing Presentations  Layout  Using title slide  Using Bullets & Pictures  Creating Tables  Creating Chart  Using organizational chart |