

# info-net

## ACADEMY OF COMPUTER AND EDUCATION

**COURSE NAME**            **info publisher**  
**DURATION**                **4 months**  
**TIMINGS**                 **2Hrs. A DAY\* 6 DAYS A WEEK**

### **COMPUTER FUNDAMENTALS**

- CATEGORIES & TYPES OF COMPUTER
- HARDWARE AND SOFTWARE
- TYPES OF SOFTWARE
- DATA AND INFORMATION

### **MICROSOFT WINDOWS**

- INTRODUCTION TO GUI
- DESKTOP MANAGEMENT
- FILE MANAGEMENT
- CONTROL LINE WINDOWS
- ACCESSORIES OF WINDOWS

### **MICROSOFT WORD**

- BASICS OF WORD PROCESSING
- FORMATTING OF TEXT
- USING PICTURE AND OBJECTS
- HYPERLINKS, CAPTION AND TABLES
- WIZARDS & MAIL MERGE

### **MICROSOFT EXCEL**

- BASICS OF SPREADSHEETS
- MANAGING SHEETS AND BOOKS
- HANDLING ENTRIES, FORMULAS
- HYPERLINKS, FILTERS AND REPORTS
- CREATION OF PIVOT TABLE

### **MICROSOFT POWER POINT**

- CREATING PRESENTATIONS
- ANNIAMTTING PRESENTATIONS
- CREATING SLIDE SHOW
- CREATING MASTER AND TEMPLATES
- ADDING MULTIMEDIA EFFECTS

### **MICROSOFT ACCESS**

- INTRODUCTIN TO DBMS/RDBMS
- CREATING TABLES AND RELATIIONS
- CREATING QUERIES
- CREATING FORMS AND REPORTS

### **INTERNET**

- BASICS OF NETWORKS
- DEVELOPMENT OF INTERNET
- FEATURES, USES, APPLICATINS
- E-MAIL, CHATTING, SURFING

### **MICROSOFT OUTLOOK**

- CONFIGURING MS OUTLOOK
- SEND USING (E-MAIL ACCOUNT SELECTION )
- MAILBOX CLEANUP
- GROUP SCHEDULE

### **PAGEMAKER**

- LEARNING PAGE, COLUMN SETTINGS
- SETTING PARAGRAPHS, INDENTS
- LEARNING ELEMENTARY SETTINGS
- PUBLISHING WITH THE PAGEMAKER

### **CORELDRAW**

- LEARNING DRAWING BASICS
- CREATING 2D DRAWINGS
- 2D TRANSFORMATION
- APPLYING SHADES AND COLOURS

### **PHOTOSHOP**

- WORKING WITH TOOLS
- WORKING WITH LAYERS
- EDITING & MODIFYING IMAGES
- IMPLEMENTING PHOTO EFFECTS

**Project Work:** The candidate will have to complete its project work based on the above curriculum in the time specified for it. This would totally a candidate's effort under thee supervision of respective faculty member.

**Examination:** The candidate is required to appear for tests/exams (theory & practical) for it as per the specified schedule in the premises of the institute itself, failing which no certificate will be issued to him/her.