

# info-net

## ACADEMY OF COMPUTER AND EDUCATION

**COURSE NAME info-perfect**  
**DURATION 6 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

### **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 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 SCHEDULES

### **HTML**

- HYPERTEXT AND HYPERIMAGE
- FORMATTING TEXT, PICTURES AND INSERTING TABLES AND FRAMES
- CREATING LINKS AND FORMS
- ADDING ANNIMATIONS

### **MICROSOFT FRONTPAGE**

- LEARNING DEVELOPMENT ENVIRONMENT
- ADDING COMPONENTS TO WEB PAGES
- CONNECTING TO DATABASES
- ADDING BANNERS AND COUNTERS

### **MANUAL ACCOUNTS**

- GOLDEN RULES AND VOCAB
- CASH BOOK, JOURNAL ENTRY
- TRAIL BALANCE, P&L A/C
- BALANCE SHEET, TYPES OF SALES

### **COMPUTER ACCOUNTS**

- GETTING FAMILIAR WITH TALLY
- LEARNING DATA ENTRY SKILLS
- MAKING CASH BOOK, LEDGERS
- JOURNALS, BILL AND REPORTS

### **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 SGADES AND COLOURS

### **PHOTOSHOP**

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

### **EXAMINATIONS**

- TO BE HELD IN THE INSTITUTE ITSELF.

**PROJECT WORK BASED ON VARIOUS CURRICULUMS DONE**