

Bright Classes & Computer Institute

Syllabus of - Microsoft Office

MS-Windows – 7/8/10 etc. : Introduction of different versions of windows 7, Basic Elements of Opening Screen, Elements of a window, Windows Accessories, WordPad, Notepad, MS-Paint, Calculator, Character Map, Control Panel, Switching between two windows, Searching Files/Folders, Windows Explorer, Folder, Recycle Bin, Start Menu, Use of Network, Disk Defragment, Personal Folders, Shortcut Keys, Exercise

- Paint
- Notepad
- WordPad
- Printing/ Scanning/ Photo Cutting
- Using Digital Camera/ Web Camera
- Add & Remove Scanner/ Printer/ Camera
- Internet
- Connecting Mouse/ Keyboard

Internet : Introduction, WWW, Web Browsing Software, Configuring Web Browser, Search Engines, Downloading Web Page, About E-mail, Using E-mail, Handling Spam, Social Networking, Send SMS on Mobile.

MS Word : Intro of MS-Word, Menus, Advanced Formatting, Editing Document, Table in Document, Insert the Object, Mail Merge, Saving Document, Printing Document, Shortcuts Keys, Creating Pdf.

MS Power point : Introduction to MS- PowerPoint, Menus, Formatting, Drawing, Editing slides, Changing templates, Slide Layouts, Inserting Clipart, Sound and Movies into Slides, Add, Rearrange and Delete Slides, Printing in Microsoft Power Point, Understanding Animation and Action Buttons.

MS Excel : Introduction to MS-Excel, Menus, Operator & Functions, Cell Formatting, Working with formulas and cell referencing, Auto sum, Formatting to worksheet, Graphic Objects, Chart, Database, Sorting, Filtering, Advance Filter, Scenario Manager, List Box, Goal Seek, Validation, Macro, Printing Worksheet, Shortcut Keys.

MS-Access : Introduction to MS-Access, Menus, Create a Database Using Template, Create Table, Form, Query, Report, Pages and Macro, Table Sorting and Filtering, Database Security.

For more details visit

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