NEXTGEN
Computer Institute

Advance Computer & Fundamentals, & MS Office

INTRODUCTION	OPERATING COMPUTER USING GUI BASED OPERATING SYSTEM
Objectives What is Computer? Components of Computer System Concept of Hardware and Software Concept of computing, data and information Applications of IECT Bringing computer to life	Introduction Objectives Basics of Operating System The User Interface Operating System Simple Setting File and Directory Management
TYPING	**MS - OFFICE**
English Hindi	MS Word MS Excel MS Powerpoint MS Paint Wordpad Notepad
INTRODUCTION TO INTERNET, WWW AND WEB BROWSERS	**COMMUNICATIONS AND COLLABORATION**
Introduction Objectives Internet World Wide Web (WWW) Web Browsing Softwares Search Engines Understanding URL Surfing the web	Introduction Objectives Basics of E-mail Using E-mails

MS WORD

TEXT BASICS	TEXT FORMATTING AND SAVING FILE
Typing the text, Alignment of text	New, Open, Close, Save, Save As Formatting Text: Font Size, Font Style

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Editing Text: Cut, Copy, Paste, Select All, Clear Find & Replace	Font Color, Use the Bold, Italic, and Underline Change the Text Case Line spacing, Paragraph spacing Shading text and paragraph Working with Tabs and Indents
WORKING WITH OBJECTS	**HEADER & FOOTERS**
Shapes, Clipart and Picture, Word Art, Smart Art Columns and Orderings - To Add Columns to a Document Change the Order of Objects Page Number, Date & Time Inserting Text boxes Inserting Word art Inserting symbols Inserting Chart	Inserting custom Header and Footer Inserting objects in the header and footer Add section break to a document
WORKING WITH BULLETS AND NUMBERED LISTS	**TABLES**
Multilevel numbering and Bulleting Creating List Customizing List style Page bordering Page background	Working with Tables, Table Formatting & Table Styles Alignment option Merge and split option
STYLES AND CONTENT	**MERGING DOCUMENTS**
Using Build- in Styles, Modifying Styles Creating Styles, Creating a list style Table of contents and references Adding internal references Adding a Footnote, Adding Endnote	Typing new address list Importing address list from Excel file Write and insert field Merging with outlook contact Preview Result Merging to envelopes Merging to label Setting rules for merges Finish & Merge options
SHARING AND MAINTAINING	**PROOFING THE DOCUMENT**

DOCUMENT	
Changing Word Options Changing the Proofing Tools Managing Templates Restricting Document Access Using Protected View Working with Templates Managing Templates Understanding building blocks	Check Spelling As You Type. Mark Grammar Errors As You Type. Setting AutoCorrect Options
PRINTING	
Page Setup, Setting margins Print Preview, Print	

MS EXCEL

INTRODUCTION TO EXCEL	FORMATTING EXCEL WORK BOOK
Introduction to Excel interface Understanding rows and columns, Naming Cells Working with excel workbook and sheets	New, Open, Close, Save, Save As Formatting Text: Font Size, Font Style Font Color, Use the Bold, Italic, and Underline Wrap text, Merge and Centre Currency, Accounting and other formats Modifying Columns, Rows & Cells
PERFORM CALCULATIONS WITH FUNCTIONS	**SORT AND FILTER DATA WITH EXCEL**
Creating Simple Formulas Setting up your own formula Date and Time Functions, Financial Functions Logical Functions, Lookup and Reference Functions Mathematical Functions Statistical Functions, Text Functions.	Sort and filtering data Using number filter, Text filter Custom filtering Removing filters from columns Conditional formatting
CREATE EFFECTIVE CHARTS TO	**ANALYZE DATA USING PIVOTTABLES AND PIVOT CHARTS**

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PRESENT DATA VISUALLY	
Inserting Column, Pie chart etc. Create an effective chart with Chart Tool Design, Format, and Layout options Adding chart title Changing layouts Chart styles Editing chart data range Editing data series Changing chart	Understand PivotTables, Create a PivotTable Framework Using the PivotTable and PivotChart Create Pivot Chart from pivot Table. Inserting slicer Creating Calculated fields
PROTECTING AND SHARING THE WORK BOOK	**USE MACROS TO AUTOMATE TASKS**
Protecting a workbook with a password Allow user to edit ranges Track changes Working with Comments Insert Excel Objects and Charts in Word Document and Power point Presentation	Creating and Recording Macros Assigning Macros to the work sheets Saving Macro enabled workbook
PROOFING AND PRINTING	**PRINTING**
Page setup, Setting print area, Print titles Inserting custom Header and Footer Inserting objects in the header and footer Page Setup, Setting margins, Print Preview, Print Enable back ground error checking Setting AutoCorrect Options	Page Setup, Setting margins Print Preview, Print

MS POWERPOINT

Website: www.nextgenindore.com
Contact Number: +919752683018, +917898460275
Address: Scheme No 78 Main Road 1st Floor, Front of Union Bank,
Nearby Utsah Restaurant & Mahindra Showroom, Indore, Madhya Pradesh 452010, INDIA

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SETTING UP POWERPOINT ENVIRONMENT	CREATING SLIDES AND APPLYING THEMES
New, Open, Close, Save, Save As Typing the text, Alignment of text Formatting Text: Font Size, Font Style Font Color, Use the Bold, Italic, and Underline Cut, Copy, Paste, Select All, Clear text Find & Replace Working with Tabs and Indents	Inserting new slide Changing layout of slides Duplicating slides Copying and pasting slide Applying themes to the slide layout Changing theme color Slide background Formatting slide background Using slide views
WORKING WITH BULLETS AND NUMBERING	**WORKING WITH OBJECTS**
Multilevel numbering and Bulleting Creating List Page bordering Page background Aligning text Text directions Columns option	Shapes, Clipart and Picture, Word Art, Smart Art Change the Order of Objects Inserting slide header and footer Inserting Text boxes Inserting shapes, using quick styles Inserting Word art Inserting symbols Inserting Chart
HYPERLINKS AND ACTION BUTTONS	**WORKING WITH MOVIES AND SOUNDS**
Inserting Hyperlinks and Action Buttons Edit Hyperlinks and Action Button Word Art and Shapes	Inserting Movie From a Computer File Inserting Audio file Audio Video playback and format options Video options, Adjust options Reshaping and bordering Video
USING SMARTART AND TABLES	**ANIMATION AND SLIDE TRANSITION**
Working with Tables, Table Formatting	Default Animation, Custom Animation Modify a Default or Custom Animation

Table Styles Alignment option Merge and split option Converting text to smart art	Reorder Animation Using Transitions Apply a Slide Transition, Modifying a Transition, Advancing to the Next Slide
USING SLIDE MASTER	**PRINTING**
Using slide master Inserting layout option Creating custom layout Inserting place holders Formatting place holders	Page Setup, Setting margins Print Preview, Print
SLIDE SHOW OPTION	**PROOFING AND PRINTING**
Start slide show Start show from the current slide Rehearse timing Creating custom slide show	Check Spelling As You Type Setting AutoCorrect Options Save as video Save as JPEG files Save as PowerPoint Show file