FUNDAMENTALS OF OFFICE AUTOMATION AND SEARCH ENGINE

COURSE DURATION : 30 HOURS
COURSE TYPE: CC/DC
MODE: OFFLINE

Course Coordinator:
Vidyarani H
HOD Software Development,
Teaching Staff Assistant,
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MODULE I: MS WINDOWS, COMPUTER BASICS , MS WORD, MS EXCEL, MS POWERPOINT -   (20 HOURS)

Windows basic, computer parts terminology, working with text desktop and start menu button, opening a file or program from start menu button, opening a file or program from the desktop, maximize/restore, minimize, and close buttons, hardware, software, information/data, storage devices. MS word, title bar, menu bar, border & corners, scroll bar, minimize button, close button, vertical scroll button, horizontal scroll button. Title bar, menu bar, toolbars, name box, formula bar, editing data, replacing cell data, deleting cell contents, copying data, creating custom list, mathematical. MS Power point, presentation, slides, creation of presentation, blank presentation, by using design templates, handouts, slide transitions, insert video or sound clips into slide.

MODULE II: INTERNET & E-MAIL, MICROSOFT OUTLOOK – (10 HOURS)

Internet and E-mail, application of internet, internet terminology, DNS (Domain name system), web browser, E-mail (electronic mail), web- based e-mail, services provided over internet. Microsoft outlook- uses, purpose, importance, elements of MS outlook, Microsoft outlook tips and tricks, install Microsoft outlook, stop spam emails in Microsoft outlook, encrypt email in Microsoft outlook, move/copy emails from one account to another in outlook.

Mode of Evaluation: Test – 02 & Assignment – 02 (Each Module)