

### Basic Computer & Fundamentals

<u>Fundamentals</u>	
<ul style="list-style-type: none"> <li>• MS Word</li> <li>• MS Excel</li> <li>• MS Powerpoint</li> </ul>	
<u>MS WORD</u>	
<u>TEXT BASICS</u>	<u>TEXT FORMATTING AND SAVING FILE</u>
Typing the text, Alignment of text Editing Text: Cut, Copy, Paste, Select All, Clear Find & Replace	New, Open, Close, Save, Save As Formatting Text: Font Size, Font Style 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
<u>WORKING WITH OBJECTS</u>	<u>HEADER &amp; FOOTERS</u>
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
<u>WORKING WITH BULLETS AND NUMBERED LISTS</u>	<u>TABLES</u>
Multilevel numbering and Bulleting Creating List Customizing List style	Working with Tables, Table Formatting & Table Styles Alignment option Merge and split option

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# NEXTGEN

## Computer Institute

Page bordering Page background	
<u>STYLES AND CONTENT</u>	<u>MERGING DOCUMENTS</u>
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
<u>SHARING AND MAINTAINING DOCUMENT</u>	<u>PROOFING THE DOCUMENT</u>
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
<u>PRINTING</u>	
Page Setup, Setting margins Print Preview, Print	

<u>MS EXCEL</u>	
<u>INTRODUCTION TO EXCEL</u>	<u>FORMATTING EXCEL WORK BOOK</u>
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

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<u>PERFORM CALCULATIONS WITH FUNCTIONS</u>	<u>SORT AND FILTER DATA WITH EXCEL</u>
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
<u>CREATE EFFECTIVE CHARTS TO PRESENT DATA VISUALLY</u>	<u>ANALYZE DATA USING PIVOTTABLES AND PIVOT CHARTS</u>
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
<u>PROTECTING AND SHARING THE WORK BOOK</u>	<u>USE MACROS TO AUTOMATE TASKS</u>
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
<u>PROOFING AND PRINTING</u>	<u>PRINTING</u>

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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
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<u>MS POWERPOINT</u>	
<u>SETTING UP POWERPOINT ENVIRONMENT</u>	<u>CREATING SLIDES AND APPLYING THEMES</u>
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
<u>WORKING WITH BULLETS AND NUMBERING</u>	<u>WORKING WITH OBJECTS</u>
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

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<u>HYPERLINKS AND ACTION BUTTONS</u>	<u>WORKING WITH MOVIES AND SOUNDS</u>
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
<u>USING SMARTART AND TABLES</u>	<u>ANIMATION AND SLIDE TRANSITION</u>
Working with Tables, Table Formatting Table Styles Alignment option Merge and split option Converting text to smart art	Default Animation, Custom Animation Modify a Default or Custom Animation Reorder Animation Using Transitions Apply a Slide Transition, Modifying a Transition, Advancing to the Next Slide
<u>USING SLIDE MASTER</u>	<u>PRINTING</u>
Using slide master Inserting layout option Creating custom layout Inserting place holders Formatting place holders	Page Setup, Setting margins Print Preview, Print
<u>SLIDE SHOW OPTION</u>	<u>PROOFING AND PRINTING</u>
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

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