

Certificate course in Office Automation**Objective:**

This course is designed to aim at imparting a basic level IT Literacy programme for the common man. This programme has essentially been conceived with an idea of giving an opportunity to the common man to attain computer literacy thereby contributing to increased and speedy PC penetration in different walks of life. After completion of the course the incumbent will be able do DTP, any advanced level course in ICT, uses the computer for viewing information on internet (the web), receiving and sending mails, preparing his business presentations, preparing small databases. Automation helps the users with a sophisticated set of commands to format, edit, and print text documents. Another use is in Desktop publishing. It is used as valuable and important tools in the creation of application such as newsletters, brochures, making document using photographs, charts, presentation, documents, drawings and other graphic images. Etc. This helps the small business communities, housewives, etc. to maintain their small accounts using the computers and enjoy in the world of Information Technology. This course is, therefore, designed to be more practical oriented.

Target Audience: Minimum SSLC, HSC & above

Batch Size: 20

Topics covered:

- Introduction about Computer and Operating Systems
- Microsoft Package (Word, Excel, PowerPoint, Database)
- Internet

Software:

Microsoft Office

Duration: 80 hours (08 Hours per day, 10 working days)

Timing: 10.00 AM to 6:00 PM

Date: 09/04/2018 to 20/04/2018

Venue & lab: NIELIT, Chennai Centre, ITA Lab

Course fee: Rs. 4,720/-

(Tuition fee- Rs 3,750 /- , Registration fee – Rs 250/- , GST (18%) –Rs. 720/-)

- Registration fee is non-refundable
- Full tuition fee is waived for limited no.of SC/ST candidates

Course in-charge: D. Noble Raj, Scientist 'B'

Email ID : noble@nielit.gov.in

Phone: 24421445, Ext.:213

❖ For special/weekend batches, contact course in-charge

How to apply:

- ❖ Registration needs to be done at our Centre before starting the course. To get the admission, fill the Registration form and bringing the following:
 1. Duly filled in registration form
 2. Course fees - in the form of DD or Online Transaction (Please see the Mode of payment details)
 3. Self-attested copy Minimum Qualification certificate
 4. Self-attested copy of identity proof
 5. Self-attested copy of community certificate (if availing SC/ST fee concession)

Mode of payment:

- ❖ Course fee may be paid by any one of the following modes:
 1. DD drawn from a nationalized bank (preferably SBI) in favour of "NIELIT Chennai" payable at Chennai.
 2. Online transaction: Account No: 31185720641 Branch : Kottur (Chennai), IFS Code: SBIN0001669.
 3. Pay through nationalized bank Debit card (Service charges applicable)

Sl.No	Module Name	Duration (in Hrs.)	
		Theory	practical
1.	Basics of computer	02	02
2.	Windows	04	04
3.	MS Office	12	12
4.	Spread Sheet	12	12
5.	Communicating using Internet	02	02
6.	Web Browser	02	02
7.	Communication and Collaborations	04	04
8.	Making small presentation	02	02
Sub Total Duration		40 Hrs.	40 Hrs.
Total Duration		80 Hrs.	

DETAILED COURSE CONTENT:

1. Basics of computer:

Learn use of Computer, Identify the types of computer and its application, Learn Components of computer system, Explain concept of Hardware and Software, types of software available. Also about data, how it is stored. How to connect the computer peripherals.

2. Windows OS - GUI:

Follow basics of Operating System and its types , Know the use of GUI OS, How to use menus, shortcuts and other accessories in OS, to manage files in OS , Execute the procedure to decorate the web pages.

3. MS OFFICE :

Introduction, Objectives, Word Processing Basics, Opening Word Processing Package, Follow the procedure to understand Word processing, Learn to create a document and apply various manipulation techniques on that document, Explain Formatting the text, table manipulation and how to create a letter.

4. Spread Sheet:

Elements of Electronic Spread Sheet, Opening of Spread Sheet, Addressing of Cells, Printing of Spread Sheet, Saving Workbooks, Manipulation of Cells, Entering Text, Numbers and Dates, Creating Text, Number and Date Series, Editing Worksheet Data, Inserting and Deleting Rows, Column, Changing Cell Height and Width, Function and Charts, Using Formulas, Function, Chart.

5. Communicating using Internet:

Basic of Computer networks, LAN, WAN, Concept of Internet; Basics of Internet Architecture, Services on Internet, World Wide Web and Websites, Communication on Internet, Internet Services, ISPs and examples (Broadband/Dialup/Wifi), Internet Access Techniques, Popular Web Browsing Software, Configuring Web Browser, Search Engines, Popular Search Engines / Search for content, Accessing Web Browser, Using Favorites Folder, Downloading Web Pages, Printing Web Pages.

6. Demonstrate Concepts of WWW and Web Browser:

Use of WWW, Browsing software available , Know the appropriate use of URL, DNS and E-Governance website, Learn to use search engines, Basics of web and E-mail.

7. Communication and Collaborations:

Basics of E-mail, What is an Electronic Mail, Email Addressing, Configuring Email Client, Mailbox: Inbox and Outbox, Creating and Sending a new E-mail, Replying to an E-mail message, Forwarding an E-mail message, Sorting and Searching emails, Sending document by E-mail, Activating Spell checking, Using Address book, Sending Softcopy as attachment, Handling SPAM, Using Smiley, Internet etiquettes

8. Making small presentation:

Basics of presentation software, Creating Presentation, Preparation and Presentation of Slides, Slide Show, Taking printouts of presentation / handouts