

## **Certificate course in Office Automation**

**Duration (In Hours):** 40 Hours/4Weeks (@ 2 hours Daily)

### **Course contents:**

#### **Unit 1: Using Word Processing Tools**

Word processing concepts, Editing, designing and layout. Working with References, using Proofing tools, Creating Table of Contents & Drafting letters Using Mail Merge

#### **Unit 2: Working with Spreadsheet Package**

Spreadsheet concepts, Using Spreadsheet for creating Data, Designing Charts, Handling operators in Formulae, functions: Mathematical, Logical, Text, financial, Date and Time functions, Using Function Wizard.

Advanced Tools: Using Pivot tables and Pivot Charts, Validation Tools, Sorting & Advance filtering Tools

#### **Unit 3: Designing using Presentation Package**

Creating & Designing Presentations, Creating the look of your presentation for target Audience, working with different views, Working with Transition and Animation effects, making notes pages and handouts, Drawing and working with objects, Designing & Presenting a slide show, Printing Presentations.