QUICKSTEP COMPUTER CENTER

National Accreditation Board of Education Training.
(NABET)- Quality council of India) An ISO 9001:2008

******* Diploma In Computer Application *******

FUNDAMENTALS

- ❖ Primary Parts
- ❖ Generations
- ❖ Input & output devices
- ❖ Memory hierarchy table
- ❖ Software vs Hardware
- ❖ Notepad
- ❖ Paint
- ❖ On screen keyboard and magnifier
- ❖ Desktop Properties
- ❖ Folder Creation & deletion
- ❖ Recycle Bin
- ❖ Cut, Copy & Paste

Microsoft Word

- ❖ Introduction to Ms - Word
- ❖ File Open, Close
- ❖ Save and Save as difference
- ❖ Print and preview
- ❖ Format Painter
- ❖ Change case
- ❖ Paragraph Specification
- ❖ Font-color, highlight
- ❖ Bullets, numbering and custom bullets
- ❖ Sorting
- ❖ Borders & shading
- ❖ Indent increase / Decrease
- ❖ Styles Applying and Create New Styles
- ❖ Find, Go to, Replace

- ❖ Select objects and similar formatting
- ❖ Insert pictures, shapes
- ❖ Hyperlinks and Bookmarks
- ❖ Maths paper typing
- ❖ Insert Text box
- ❖ Insert Object
- ❖ Create resumes
- ❖ Spelling and Grammar check
- ❖ Page orientation, Size and Margins
- ❖ Mail Merge
- ❖ Insert Date and Time
- ❖ Insert Table and Formatting tables

🞣 Microsoft Power Point

- ❖ Introduction to Ms-power point
- ❖ Create Designing Slides
- ❖ Create Custom Animations
- ❖ Sound effects & BG Design
- ❖ Create Timing Presentation
- ❖ Slide Shows Presentation
- ❖ Creating of business power point with brief explanation
- ❖ Creating a Basic Presentation
- ❖ Building Blocks of a Presentation
- ❖ Working with Text
- ❖ Working with Themes and Styles
- ❖ Working with Charts, Graphs & Tables
- ❖ Working with Media Clips and Animation
- ❖ Adding Music and Video
- ❖ Save as video
- ❖ Packaging and Publishing your Presentation

🞣 MS-Access

- ❖ Introduction to MS-Access
- ❖ Table in Design view
- ❖ Table by Using Wizard
- ❖ Data base,Tables Creations
- ❖ Forms,reports,queries

MS OUTLOOK

- Microsoft Outlook
- Introduction to Microsoft Outlook
- Navigating Outlook
- Sending and Receiving Messages
- Formatting Messages
- Adding Tables and Other Elements to Messages
- Inserting Graphics and Images into Emails
- Working with Messages
- Organizing Mail
- Advanced Mail Features
- Address Books and Contacts
- Using the Calendar
- Reminders
- Tasks
- Notes
- Social Media and Outlook 2013
- Sharing

MS EXCEL

- About Excel sheet
- Warp text in cell
- Merge, merge and center, merge across
- Cell Alignments 9
- Fundamental operations with Excel
- Sheet insert, delete, rename, color
- fill Down
- Select, move the cells in a sheet
- Calculate Interest
- Calculate
- Sorting and filter
- Create Graphs
- Hide and unhide
- Save as pdf

Advanced Excel

- Vlookup and Hlookup
- Sumif, count if function
- Attendence sheet calculations
- Conditional formatting
- Fill series, growth
- Go to special
- Cell Data types
- Pivot table
- Insert excel sheet to word
- Define name
- Date functions
- Maths functions
- Advanced filter
- Text to column
- Remove duplicates
- Consolidations
- Goal Seek, pmt function
- Record macro
- Payroll
- Print settings
- Protect worksheet

VBA (VISUAL BASIC FOR APPLICATIONS)

- About Macro
- Crate and run Macro
- Save Macros
- Difference between macro and vba
- Insert Developer tab
- VBA introduction
- The concepts of variables
- Explicit variables
- Values to variables
- Formatting Cells
- Delete or insert sheets
- User input for calculations
- Arithematic Operations
- MsgBox Function
- If then else

- ❖ If and if, Else if
- ❖ For loop , Do loop
- ❖ Select case
- ❖ Insert values to cells
- ❖ Insert List Box, Combo Box
- ❖ Create buttons, check box
- ❖ User forms
- ❖ Create , delete file
- ❖ Adding and subtracting dates
- ❖ BMI Calculator
- ❖ EMI calculator
- ❖ Prime number Tester
- ❖ Create Custom functions

Internet Concepts

- ❖ Creating e-mail, sending e-mail
- ❖ Online job searching,interviews
- ❖ Online tickets booking,shopping
- ❖ Downloading files, websites
- ❖ Downloading Movies