



H.A IT SOFT TECHNOLOGIES & COMPUTER COLLEGE

A QUALITY SOFTWARE HOUSE COMPLETE IT SOLUTIONS

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BASIC COMPUTER & MICROSOFT OFFICE INTRODUCTION

COMPUTER FUNDAMENTALS

- ✓ Introduction to Computer
- ✓ Hardware and Software
- ✓ Input/Output Devices
- ✓ Windows Basics





BASIC COMPUTER & MICROSOFT OFFICE INTRODUCTION

INTRODUCTION TO MICROSOFT OFFICE

- ✓ **What is Microsoft Office**
- ✓ **Introduction to Word, Excel, PowerPoint**
- ✓ **Office Interface Overview**
- ✓ **File Management**





BASIC COMPUTER & MICROSOFT OFFICE INTRODUCTION

MICROSOFT WORD BASICS

- ✓ **Typing and Formatting**
- ✓ **Fonts and Paragraphs**
- ✓ **Page Setup**
- ✓ **Save, Open, Print**





BASIC COMPUTER & MICROSOFT OFFICE INTRODUCTION

MICROSOFT WORD ADVANCED

- ✓ **Tables**
- ✓ **Images and Shapes**
- ✓ **Header/Footer**
- ✓ **Mail Merge**





BASIC COMPUTER & MICROSOFT OFFICE INTRODUCTION

MICROSOFT EXCEL BASICS

- ✓ **Worksheets and Cells**
- ✓ **Data Entry**
- ✓ **Basic Formulas**
- ✓ **Formatting**





BASIC COMPUTER & MICROSOFT OFFICE INTRODUCTION

MICROSOFT EXCEL ADVANCED

- ✓ **Functions (SUM, IF, VLOOKUP)**
- ✓ **Charts and Graphs**
- ✓ **Sorting and Filtering**
- ✓ **Basic Payroll Sheet**





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MICROSOFT POWERPOINT BASICS

- ✓ **Slide Creation**
- ✓ **Themes and Layouts**
- ✓ **Insert Images and Shapes**
- ✓ **Basic Presentation**





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POWERPOINT ADVANCED

- ✓ **Animations**
- ✓ **Transitions**
- ✓ **SmartArt**
- ✓ **Professional Presentation Design**





BASIC COMPUTER & MICROSOFT OFFICE INTRODUCTION

OFFICE PRACTICAL PROJECTS

- ✓ Letter Writing
- ✓ Resume Design
- ✓ Invoice Making
- ✓ Data Sheets





BASIC COMPUTER & MICROSOFT OFFICE INTRODUCTION

INTERNET & OFFICE INTEGRATION

- ✓ **Email Writing**
- ✓ **Attachments**
- ✓ **Online Documents**
- ✓ **Cloud Storage**





BASIC COMPUTER & MICROSOFT OFFICE INTRODUCTION

ADVANCED PRODUCTIVITY TOOLS

- ✓ Shortcuts Keys
- ✓ Printing Settings
- ✓ Templates
- ✓ Office Productivity Tips





BASIC COMPUTER & MICROSOFT OFFICE INTRODUCTION

FINAL PROJECT & ASSESSMENT

- ✓ **Complete Practical Project**
- ✓ **Test Preparation**
- ✓ **Final Assignment**
- ✓ **Certificate Evaluation**

