Ramakrishna Math (Yogodyan)

Unit- Computer Centre

7, Yogodyan Lane, Kankurgachhi, Kol-54
Mobile: +91-9748884246

COURSE: MS OFFICE WITH INTERNET

Duration: 50 Classes   **Fees: ₹1000/-**

Eligibility – Class VIII

Course Outline:

A. INTRODUCTION OF COMPUTER & PERIPHERALS

1. Computers & it's applications
2. Use of Computer peripherals
3. Use of Paint
4. Use of general purpose applications on Computer (Calculator, Notepad, WordPad, Display Settings etc.)
5. How to manage Application software.

B. MS OFFICE WORD

1. Introduction of Word
2. MS Word processing Basics
3. Opening, Closing & Saving Documents
4. Text Creation and Manipulation using various ribbons
5. Formatting Text
6. Table Manipulation
7. Mail Marge
8. Shortcut Keys

C. MS OFFICE EXCEL

1. Introduction of Excel
2. Concept of Excel Worksheet
3. Elements of Excel Worksheet
4. Manipulation of cells and sheets
5. Use of formulas, functions & charts
6. Use of various ribbons in Excel

D. MS OFFICE POWER POINT

1. Introduction of Power Point
2. Creation of Presentation
3. Manipulation of Slides
4. Presentation of Slides
5. Use of Aesthetics in Slides
6. Print a Presentations

E. BASIC USE OF INTERNET & EMAIL

1. Concept of Internet
2. Use of Internet
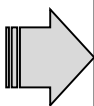3. Popular Browsers
4. Exploring Internet
5. Email

REQUIRED DOCUMENTS FOR ADMISSION

For Student:

1. Aadhar card of student (X-rox copy)
2. Aadhar card of parent (X-rox copy)
3. 2ps Stamp size photos
4. Proof of Studentship

For Non-Student:

1. Aadhar card (X-rox copy)
2. Stamp size photos (2ps)
3. Educational certificate

MODE OF PAYMENT → CASH

(No Instalment payment is allowed)