

Advance Your Career
Become Job ready
in 3-5 months

Advance Computer Course



What is Advance Computer course?

The ICAS Computer Skill Assessment Framework include Internet and email, computers, word processing, graphics, and multimedia, and spreadsheets and databases.

What They Do?

The course focus on providing the conceptual, technical, visual, design skills required to create multimedia environments.

Why Advance Computer course?

Computer is used everywhere and all important functions can be done on computer.



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Advance Computer Course – Career Track

Working with Objects

- Shapes, Clipart and Picture, Word Art, Smart Art
- Columns and Ordering - To Add Columns to a Document
- Change the Order of Objects
- Page Number, Date & Time
- Inserting Text boxes
- Inserting Word art
- Inserting symbols
- Inserting Chart

Merging Documents

- Typing new address list
- Importing address list from Excel file
- Write and insert field
- Preview Result
- Finish & Merge options
- Merging with outlook contact
- Merging to envelopes
- Merging to label
- Setting rules for merges

Sharing and Maintaining Document

- Changing Word Options
- Changing the Proofing Tools
- Managing Templates
- Restricting Documents Access
- Using Protected View
- Working with Templates
- Managing Templates
- Understanding building blocks



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Perform Calculations with Functions

- Creating Simple Functions
- Setting up your own formula
- Date and Time Functions
- Financial Functions Logical Functions
- Lookup and Reference Functions
- Mathematical Functions
- Statistical Functions
- Text Functions Working with Templates

Create Effective Charts to Present Data Visually

- Inserting Column, Pie chart etc
- Create an effective chart with Chart tools - Design, Format, and layout options
- Adding chart title
- Changing layouts
- Chart Styles
- Editing chart data range
- Editing data series
- Changing chart
- Saving chart as templates
- Summarizing data using spark lines

Protecting and Sharing the workbook

- Protecting a workbook with a password
- Allow user to edit ranges
- Track changes
- Working with Comments
- Insert Excel Objects and Charts in Word Documents and PowerPoint Presentation



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Hyperlinks and Action Button

- Inserting Hyperlinks and Action Button
- Edit Hyperlinks and Action Button
- Word Art and Shapes

Using Slide Master

- Using slide master
- Inserting layout option
- Creating custom layout
- Inserting place holders
- Formatting place holders

Internet & Email

- Job searching, Downloading video and Music
- Uploading Video or Music, Voice Chatting, Webcam Chatting etc.

Project

- Implementation all the above functionality

Check with our student counsellor for the next batch & enrol today



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