



## OFFICE AUTOMATION

**Course Duration 2 MONTHS**

<p><b>Operating On Computer</b></p>	<p><b>Operating System Windows</b></p>	<p><b>Working With File &amp; Folders</b></p>	<p><b>Playing Movies &amp; Music</b></p>	<p><b>Typing Tutor</b></p>
<p><b>MS Word</b></p> <ul style="list-style-type: none"> <li>✓ Creating and Managing Documents</li> <li>✓ Formatting Text, Paragraphs, and Sections</li> <li>✓ Creating Tables and Lists</li> <li>✓ Creating and Managing References</li> <li>✓ Incorporate and Format Graphic Elements</li> <li>✓ Manage options and settings for documents</li> <li>✓ Creating Advanced</li> </ul>	<p><b>MS Excel</b></p> <ul style="list-style-type: none"> <li>✓ Getting Started with Excel</li> <li>✓ Identify the Elements of the Excel Interface</li> <li>✓ Navigate and Select Cells in Worksheets</li> <li>✓ Customize the Excel Interface</li> <li>✓ Create a Basic Worksheet</li> <li>✓ Performing Calculations in an Excel Worksheet</li> <li>✓ Create Formulas in a Worksheet</li> <li>✓ Insert Functions in a Worksheet</li> <li>✓ Reuse Formulas</li> </ul>	<p><b>MS PowerPoint</b></p> <ul style="list-style-type: none"> <li>✓ Getting Started with PowerPoint</li> <li>✓ Developing a PowerPoint Presentation</li> <li>✓ Advanced Text Editing Operations</li> <li>✓ Graphical Elements to Your Presentation</li> <li>✓ Modifying Objects in Your Presentation</li> <li>✓ Adding Tables to Your Presentation</li> <li>✓ Adding Charts to Your Presentation</li> <li>✓ Preparing to Deliver Your Presentation</li> <li>✓ Apply Transitions</li> </ul>	<p><b>ChatGPT</b></p> <ul style="list-style-type: none"> <li>✓ AI areas: generative AI, prompt engineering, and ChatGPT.</li> <li>✓ Practical learning: Gain hands-on experience to utilize these technologies</li> <li>✓ Focus on prompt engineering: Understand its significance in producing specific outputs.</li> <li>✓ Comprehensive insights: Learn how to leverage AI practical business</li> </ul>	<p><b>INTERNET</b></p> <ul style="list-style-type: none"> <li>✓ Defining and describing the Internet</li> <li>✓ Brief history</li> <li>✓ Parts of email</li> <li>✓ Email software</li> <li>✓ Web-based email</li> <li>✓ Email address</li> <li>✓ Listservs</li> <li>✓ Types of access</li> <li>✓ Online services</li> <li>✓ Internet services providers</li> <li>✓ How and where to look for the service</li> </ul>



**POWER OF SIMPLICITY**



**Course Duration 3 MONTHS**

- ✓ Statutory & Taxation Features
- ✓ Payroll
- ✓ Point Of Sale
- ✓ Other Capabilities
- ✓ Data Management
- ✓ Security & Access Management
- ✓ Empower Business Management
- ✓ Taxation
- ✓ Income Tax
- ✓ Income Tax
- ✓ Vat / Sales Tax
- ✓ Excise & Service Tax