Anekant Education Society's,
Tuljaram Chaturchand College of Arts, Science & Commerce, Baramati.(Autonomous)
(Dept. of Computer Science)
Certificate Course – Office Automation (CC058)
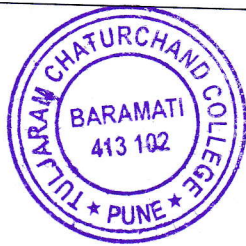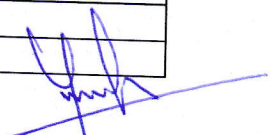### Syllabus

Objective of the Course:

To provide an in-depth training in use of office automation, internet and internet tools. The course also helps the candidates to get acquainted with IT.

Course Outcomes:

After completion of the course, students would be able to documents, spreadsheets, make small presentations and would be acquainted with internet.

Sr No	Title	No of Lectures
1	Basic of Computer	04
	Introduction to Computer	
	Basics of Computer	
	Introduction – Notepad	
	Introduction - Wordpad	
	Introduction - Paint	
2	MS Word	10
	Home	
	Insert	
	Design	
	Page Layout	
	References	
	Mailing	
	Review	
	View	
3	MS Excel	08
	Home	
	Insert	
	Page Layout	
	Formulas	
	Data	
	Review	
	View	
4	MS Power Point	08
	Home	
	Insert	
	Design	
	Transitions	
	Animations	
	Slide Show	
	View	

HEAD

Department of Computer Science