

Computer Fundamentals

**OPERATING SYSTEM:**

Ms Windows XP, Ms Windows 7

Ms Paint, Notepad, WordPad

File & Folders

File searching

Shortcuts

**MS OFFICE(2007)**

MS WORD

MS EXCEL

MS POWERPOINT

**INTERNET:**

**TYPING SKILLS**

## **Advance Excel**

**Excel Introduction :**

**Excel Overview**

- A overview of the screen, Basic spreadsheet concepts
- Understanding workbooks, worksheets, rows, columns, cells
- Various selection techniques

**Entering Data**

- Entering, Editing and Deleting Text, Numbers, Dates
- Using Auto Lists
- Moving and Copying data
- Inserting, Deleting and Hiding Rows & Columns
- Inserting, Deleting, Moving and Copying Sheets
- Using navigation techniques

**Creating and Editing Formulae**

- Concept of Formulae
- Creating Formulae, Editing Formulae
- Copying Formulae
- Using Functions – Sum,Average,Max,Min Count, Counta

**Formatting and Proofing**

- Formatting Cells with Number formats Font formats, Alignment, Borders
- Basic conditional formatting
- Copying and Clearing Formats
- Working with Styles
- Spell Check, Find & Replace and Auto Correct

**Excel Intermediate Training :**

**Range Names**

- Concept and Purpose
- Naming individual or range cells
- Deleting and amending named ranges
- Using named cells/ranges in formulae

**Conditional Functions & Formats and Date Calculations**

- If Statements , Nested If
- And, Or, Not
- Combining If, And, Or, Not
- Sumif , Countif
- Conditional Formatting
- Different date/time formats
- How dates are stored
- Calculating working days
- Using the DAY(),MONTH(),YEAR() functions

**Formulae Auditing**

- Formula Auditing Tools
- Revealing Formulae
- Tracing Precedents/Dependents

**Worksheet Management & Linking**

- Linking sheets in the same file
- Linking different Excel files
- Saving a workspace
- Window Split
- Data consolidation

**Basic List Management**

- Sorting Data
- Adding Subtotals
- Autofilter
- Freeze Panes
- Group and Outline
- Data Form

**Excel Charts / Graphs**

- Using the Chart Wizard
- Editing and Formatting charts
- Saving custom chart types
- Setting a default chart type

**Excel Advanced Training :**

**Lookup & Information Functions**

- Vertical Lookup (Vlookup)
- Horizontal Lookup (Hlookup)
- Match and Index

**Advanced List Management**

- Advanced Filters
- Using List Features
- Dynamic Lists

### Pivot Tables

- Using the Pivot Table Wizard
- Changing the pivot table layout
- Formatting
- Grouping items
- Inserting calculated fields
- Pivot Table Options
- Display and hide data in fields
- Layout reports directly on worksheet
- Pivot Chart

### What If Analysis

- Scenarios
- Goal Seek

### Protecting

- Tracking changes
- Accepting or rejecting changes
- Applying Data validation rules
- Inserting comments

### Introduction to Macros

- Purpose of Macros
- Recording macros
- Where to save macros
- keyboard shortcuts

## MS ACCESS

### Chapter 1: INTRODUCING ACCESS 2007

1. Defining a Database
2. Knowing When to Use Access™
3. Working with Database Objects
4. Converting Older Databases

### Chapter 2: EXPLORING THE NEW USER INTERFACE

1. Exploring the Getting Started Screen
2. Opening a Microsoft Template

### Chapter 1: CREATING TABLES

1. Explaining the Datasheet Tab
2. Entering Data in a New Table
3. Using a Table Template
4. Identifying the Entities
5. Working with Design View
6. Creating Data Types
7. Using Field Validation Rules
8. Defining Primary Keys
10. Working with Table Relationships
11. Creating Table Relationships

### Chapter 2: CREATING QUERIES

1. Creating a Select Query
2. Using Expressions in a Query
3. Sorting Data
4. Searching for Data
5. Selecting Data from Many Tables
6. Working in Layout View
7. Working in SQL View
8. Creating a Crosstab Query
9. Running Action Queries
10. Running Update Queries
11. Using the Query Wizard

### Chapter 3: CREATING FORMS

1. Using Quick Create Commands
2. Exploring Form Types
3. Navigating within Forms
4. Using the Form Wizard
6. Working in Layout View
7. Working in Design View
9. Using Form Controls
10. Using Control Layouts
12. Understanding Subforms

### Chapter 4: CREATING REPORTS

1. Using the Report Command
2. Running the Report Wizard
3. Exploring Report Views
4. Creating a Report from Scratch
5. Using Conditional Formatting
6. Grouping & Sorting
7. Setting Report Properties
8. Detailing Your Report
10. Adding Sub Reports
11. Alternating Record Colors
12. Filtering in Report View
13. Creating Labels

### Chapter 5: CREATING MACROS

1. Working in Macro Design Mode
2. Assigning Macro Actions
3. Setting Macro Arguments