

‘IGNOU CERTIFIED Online e-Learning Programs’ Launching Soon

Rules & Regulations:

Program Name	Program Fee (Rs.)	Eligibility Criteria	Pass Marks
Diploma in Advance Computing	8,000.00	Class XII Pass or Equivalent	40% and Above

SREI Sahaj e-Village Ltd., a subsidiary of SREI Infrastructure Finance Ltd., has delved into bridging the digital divide between urban and rural India. SREI Sahaj has taken up the mammoth task of establishing Common Service Centers (CSC) across 7 states of India namely Assam, Bihar, Orissa, Tamil Nadu, West Bengal, Uttar Pradesh & Jammu & Kashmir.

In collaboration with Indira Gandhi National Open University (IGNOU) is all set to launch ‘IGNOU Certified Online e-Learning Program’ via these CSC through the Sahaj Portal across all states specified.

This program will aid in providing and facilitating the rural people of India with quality program material in a number of programs varying from Basic Computer to Interview Etiquettes.

Program Details

Program Name	Program Code	Duration (Days)	Sessions	Credits
Diploma in Advance Computing	DAC	360	350	32

***Note:** The minimum pass marks for each program is 40% and Above*

To enroll please contact the nearest Sahaj CSC

Advantages

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|---|--|
| <ul style="list-style-type: none"> ✓ Online Registration & Enrollment ✓ Online Program Material ✓ Online Examination & Certification | <ul style="list-style-type: none"> ✓ Job Opportunity through www.chaakri.in ✓ Access to Educational Opportunities ✓ Personal & Profession Skill Development |
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Guidelines:

Program Duration & Eligibility For Completion:

Program Name	Program Code	Duration (Days)	Deadline
Diploma in Advanced Computing	DAC	360	4 years

- A registered student needs to be enrolled for the minimum duration of the program (as specified) before he/she can complete the program.
 - The enrolled student needs to complete the program within the deadline (as specified) from the date on enrollment.
 - In case the student is unable to complete the program within the specified timeframe, he/she may request for an extension.
 - Extensions are only provided once per program enrolled. No Refunds in Program fees is entertained.
 - Extensions are given for the duration of the program only. Deadlines are not applicable where extensions are provided.
 - If the student fails to complete the program with the extension provided, he/she will have to re-register for the same program again.
 - Re-Registration requires the new/current prevailing program fee to be paid.
- Program & Examination Criteria:**
- The registered student undergoes intensive online program material.
 - All the chapters outlined in the program needs to be completed.
 - The program chapters cannot be skipped.
 - Once the chapter has been completed the student cannot go back to the previous chapter.
 - Multiple chapters make up a lesson.
 - After completing a lesson or chapter, an examination link will be provided for the student to take the test. Please refer to table below:

Program & Examination Guide Table	
Program Name	Examination After
Diploma in Advanced Computing	Each Lesson or Chapter Depending on the Program and guideline outlined above

- Student is authenticated by the Village Level Entrepreneur (VLE of the CSC) and he/she acknowledges the disclaimer displayed on screen before the examination commences.
- Questions are displayed in 'Multiple Choice Question' format.
- Pass marks of 40% or above must be obtained for passing the program.
- If the student fails to obtain the pass marks, the student will be forced to redo the examination, until he/she passes the lesson or chapter depending on the program and examination guide table mentioned above.
- Under unavoidable circumstances if a network failure occurs during the progress of the examination, the student will have to reappear for the entire examination.

➤ **Verification & Disqualification:**

- Enrolled & registered student documentation provided at the time of registration may go through a verification process.
- Students are randomly selected for the verification process.
- The Documentation submitted during registration & enrollments are liable for verification.
- If an enrolled and registered student fails the verification process, the student is disqualified from the program.
- The registration and program fee is forfeited.
- The student is informed about his disqualification from the program.

➤ **Certificate Issuance:**

- Within 24 hours of the program completion (all chapters), the CSC will be mailed with the Student Certificate cum Mark sheet soft copy.
- The CSC will be permitted to print the Hardcopy of the certificate by providing the student enrollment number.
- The first print of the certificate will be available free of cost to the student.
- Additional prints of the certificate would be available for a fee.

✚ Program Contents:

➤ **Program Summary:**

No.	Program	Program Summary Outlined
1	Diploma in Advanced Computing	<ol style="list-style-type: none"> 1. Basic Computer 2. Advance Computer <ul style="list-style-type: none"> • Microsoft XP • Microsoft Word 2007 • Microsoft Power Point 2007 • Microsoft Excel 2007 3. Interview Etiquettes

➤ **Program Detail:**

Diploma in Advance Computing	
	<ul style="list-style-type: none"> ✓ Basic Computer ✓ Advance Computer ✓ Interview Etiquettes

Basic Computers

Lesson 1 – Computer Basics

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|-----------------|--|
| Lesson 1 | <ul style="list-style-type: none">✓ Chapter-1 - Introduction to Basic Computer Program✓ Chapter-2 - Basic functions of a Computer✓ Chapter-3 - Uses of Mouse, Keyboard and Monitor in a Computer✓ Chapter-4 - About Server✓ Chapter-5 - About Laptop✓ Chapter-6 - About Personal Computer✓ Chapter-7 - Knowing about Software and its uses✓ Chapter-8 - Knowing about Hardware and its uses✓ Chapter-9 - Learning about CPU or the Central Processing Unit✓ Chapter-10 - Learning about the use of Hard Disk in a Computer✓ Chapter-11 - Learning about the functions & the types of OS in a Computer✓ Chapter-12 - Knowing about the Hardware components and its uses✓ Chapter-13 - The Usage of a Scanner in a Computer✓ Chapter-14 - The Usage of a Printer in a Computer✓ Chapter-15 - Learning about the Mouse Operation in a Computer✓ Chapter-16 - Introduction to the functions of each component in a Computer✓ Chapter-17 - Learning about how to Boot or start the Computer✓ Chapter-18 - Learning about how to Shut down or close down the Computer✓ Chapter-19 - Knowing about the misuses of a Computer✓ Chapter-20 - Learning about the activities which should not be carried out in a Computer✓ Chapter-21 - Ending Note and MCQ based Test |
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Lesson 2 - Windows

Lesson 2

- ✓ Chapter-22 - Introduction to Windows XP
- ✓ Chapter-23 - Learning about Windows as an interface.
- ✓ Chapter-24 - Knowing about Windows Desktop
- ✓ Chapter-25 - Different components of Desktop and its functions.
- ✓ Chapter-26 - Functions of Start button, Task bar and Shortcut to Applications
- ✓ Chapter-27 - Knowing about Windows application WordPad
- ✓ Chapter-28 - Learning the uses and function of Menu bar, Tool bar, Work area, Status bar & Close button in a WordPad
- ✓ Chapter-29 - Learning about the procedure to open a WordPad application in Windows.
- ✓ Chapter-30 - Learning the uses and functions of Control box, Borders and Title Bar in Word Pad application.
- ✓ Chapter-31 - Knowing about the Minimize, Maximize and Restore buttons in Windows.
- ✓ Chapter-32 - Introduction to the Menu Bar in Windows
- ✓ Chapter-33 - Learning how to create a file in Windows and its uses
- ✓ Chapter-34 - Knowing the procedure to open the Windows Explorer and its function.
- ✓ Chapter-35 - Learning to create a folder and its uses.
- ✓ Chapter-36 - How to name a folder, copy and paste the same in Windows
- ✓ Chapter-37 - How to delete and move a folder from one drive to another
- ✓ Chapter-38 - Introduction to search folders and help menu.
- ✓ Chapter-39 - How to create a Notepad application, naming, giving extension & saving it.
- ✓ Chapter-40 - How to search the wanted file from Windows.
- ✓ Chapter-41 - How to use function key F1 and the Help menu and MCQ based Test

Lesson 3 - Internet

Lesson 3	<ul style="list-style-type: none"> ✓ Chapter-42 - Introduction to the uses of World Wide Web and Internet Browser ✓ Chapter-43 - Introduction to Mozilla Firefox Interface. ✓ Chapter-44 - Learning the functions of Menu bar, Navigation Tool bar, Web pages, Bookmark tool bar, Status bar and side bar in Mozilla Firefox Interface. ✓ Chapter-45 - Introduction to the Search Engine Google. ✓ Chapter-46 - How to search information in search engine Google ✓ Chapter-47 - How to save the searched information ✓ Chapter-48 - Procedure to save the website with a new name in bookmarks ✓ Chapter-49 - Using Navigation tool bar and searching for more information and saving needed information in files ✓ Chapter-50 - Using the help of search engine to locate the saved websites ✓ Chapter-51 - Entering the internet option from the desktop and MCQ based Test
Lesson 4 – Open Office	
Lesson 4	<ul style="list-style-type: none"> ✓ Chapter-52 - Introduction to Open office Calc ✓ Chapter-53 - Learning about Spreadsheet ✓ Chapter-54 - Learning about menu bar, standard bar and formula bar in spreadsheet ✓ Chapter-55 - Basic uses of Tool bar, status bar, formula bar & Help menu in spreadsheet. ✓ Chapter-56 - Introduction on how to create a workbook, save, open and close the workbook in Calc. ✓ Chapter-57 - Creating a Calc Workbook ✓ Chapter-58 - Saving a Calc Workbook ✓ Chapter-59 - Closing a Calc Workbook ✓ Chapter-60 - Opening a Calc Workbook ✓ Chapter-61 - How to enter data in a cell,

- ✓ Chapter-62 - How to edit information in a cell
- ✓ Chapter-63 - How to delete information in a cell
- ✓ Chapter-64 - How to select multiple cells at a same time.
- ✓ Chapter-65 - Functions of undo and redo buttons in workbook.
- ✓ Chapter-66 - How to use cut, copy and paste in the cells of a workbook
- ✓ Chapter-67 - How to move the contents of a cell by drag and drop method in a workbook.
- ✓ Chapter-68 - Introduction to how to use a spreadsheet formula in a workbook
- ✓ Chapter-69 - Doing an addition in a spreadsheet.
- ✓ Chapter-70 - Doing a subtraction in a spreadsheet.
- ✓ Chapter-71 - Doing a multiplication in a spreadsheet
- ✓ Chapter-72 - Doing a division in a spreadsheet.
- ✓ Chapter-73 - Using AutoSum
- ✓ Chapter-74 - How to name a worksheet
- ✓ Chapter-75 - How to insert a worksheet.
- ✓ Chapter-76 - How to insert a row in a worksheet
- ✓ Chapter-77 - How to insert a column in a worksheet
- ✓ Chapter-78 - How to delete rows and columns in a worksheet
- ✓ Chapter-79 - How to change the column width in a worksheet
- ✓ Chapter-80 - How to change the column width in a worksheet
- ✓ Chapter-81 - How to change the row height in a worksheet
- ✓ Chapter-82 - How to insert cells in a worksheet.
- ✓ Chapter-83 - How to change horizontal cell alignment in a worksheet
- ✓ Chapter-84 - How to change vertical cell alignment in a worksheet
- ✓ Chapter-85 - How to add a border in a worksheet.

- ✓ Chapter-86 - How to add a colored background to a cell in a worksheet
- ✓ Chapter-87 - How to use a Page Preview in a workbook
- ✓ Chapter-88 - How to print a selected portion in a workbook
- ✓ Chapter-89 - How to print the entire document in a workbook.
- ✓ Chapter-90 - Introduction to Presentation Impress
- ✓ Chapter-91 - How to create a presentation in Impress
- ✓ Chapter-92 - How to edit the slides in a presentation
- ✓ Chapter-93 - How to view a presentation in Impress.
- ✓ Chapter-94 - How to save a presentation in Impress.
- ✓ Chapter-95 - How to add slides to a presentation in Impress.
- ✓ Chapter-96 Introduction to Open Office Writer.
- ✓ Chapter-97 Introduction to Menu bar, function bar, Object bar, Ruler, status bar, work area, help and zoom
- ✓ Chapter-98 Working with Menu bar, Function bar, Object bar, Ruler, Status bar, Work space, Zoom in a writer
- ✓ Chapter-99 More about Writer
- ✓ Chapter-100 How to open a new document in a writer
- ✓ Chapter-101 How to apply Bold, Italic and Underline in a document
- ✓ Chapter-102 How to change the font type and size of text in Writer.
- ✓ Chapter-103 How to change the color of the text.
- ✓ Chapter-104 How to change highlighted color of the text in a document.
- ✓ Chapter-105 How to save a document
- ✓ Chapter-106 How to close a document
- ✓ Chapter-107 How to open a document
- ✓ Chapter-108 How to copy, cut, paste a text in a document

	<ul style="list-style-type: none"> ✓ Chapter-109 How to add bullets and numbers to a word document ✓ Chapter-110 How to change the style of a character in a word document ✓ Chapter-111 - How to find and replace words in a word document ✓ Chapter-112 How to insert a table in a word document ✓ Chapter-113 How to format a table in a word document. ✓ Chapter-114 How to use the Draw function in a word document. ✓ Chapter-115 How to insert Special Characters in a word document ✓ Chapter-116 How to align the text in a word document. ✓ Chapter-117 How to check the spelling of a word in the document ✓ Chapter-118 How to check the meaning of a word in the document ✓ Chapter-119 How to save the file in MS Word format. ✓ Chapter-120 How to Print a document in Word ✓ Chapter-121 - How to use the help menu in Word and MCQ based Test
Lesson 5 – Linux	
Lesson 5	<ul style="list-style-type: none"> ✓ Chapter-122 - Introduction to Linux Operating System ✓ Chapter-123 - Introduction to Linux login screen Gnome applications and components of Gnome applications. ✓ Chapter-124 - Learning about using the username and password in the Linux Login screen, also learning about Linux desktop and its components ✓ Chapter-125 - Learning about Application menu, Places menu, Panel, System menu, Help, Date, time Workplace switcher etc in Linux ✓ Chapter-126 - Uses of Mouse in Linux and various uses of Menus ✓ Chapter-127 - Learning about files and folders in Linux, also about Nautilus file manager & functions of cut, copy and paste in Linux. ✓ Chapter-128 - Managing Files and Folders in Linux

✓	Chapter-129 - Functions and uses of Nautilus File Manager.
✓	Chapter-130 - Function and uses of Cut, Copy and Paste files and folders in Linux
✓	Chapter-131 - Introduction to Folder creation in Linux
✓	Chapter-132 - How to create a folder in Gnome Desktop
✓	Chapter-133 - How to Rename a folder in Gnome Desktop
✓	Chapter-134 - How to Delete a folder in Gnome Desktop in Linux
✓	Chapter-135 - How to retrieve a deleted folder in Gnome Desktop
✓	Chapter-136 - How to Save a file in Linux
✓	Chapter-137 - How to search a file in a computer in Linux
✓	Chapter-138 - How to use Help in Linux (Short Note)
✓	Chapter-139 - How to use Help in Linux (Explained in details)
✓	Chapter-140 - How to log out from Linux and MCQ based Test
✓	Chapter-141 - Program End Message

Advance Computers		
1. Microsoft Windows XP		
Lesson 1 – Getting Started With Windows XP		
Lesson 1	✓	Chapter-1 Introduction to Windows XP tutorial
	✓	Chapter-2 All about the Windows XP interface-1
	✓	Chapter-3 All about the Windows XP interface-2
	✓	Chapter-4 All about the Desktop and its properties

	✓ Chapter-5	All about the Start Menu and its properties
	✓ Chapter-6	All about the Shut Down Menu and its components
	✓ Chapter-7	All about the Taskbar and its properties
	✓ Chapter-8	Default Desktop icons and their importance
Lesson 2 – Directory & File Structure		
Lesson 2	✓ Chapter-9	About Windows Explorer
	✓ Chapter-10	Knowing about “My Computer”
	✓ Chapter-11	Knowing about “My Documents”
Lesson 3 - Utilities		
Lesson 3	✓ Chapter-12	Knowing about “Compressed (zipped) Folder”.
	✓ Chapter-13	About Windows Media Player.
	✓ Chapter-14	Important Accessories.
	✓ Chapter-15	CD Writing Wizard.
	✓ Chapter-16	Games in Windows XP
Lesson 4 – Internet Connection Setup		
Lesson 4	✓ Chapter-17	Connect using a dial-up modem.
	✓ Chapter-18	Connect using a Broadband connection with username and password.
Lesson 5 – Internet Explorer		
Lesson 5	✓ Chapter-19	Internet Explorer 6 features.
	✓ Chapter-20	Important UI functions within IE.
	✓ Chapter-21	Internet Options- IE Security and Privacy Options.

Lesson 6 – Outlook Express		
Lesson 6	<ul style="list-style-type: none"> ✓ Chapter-22 Outlook Express configuration ✓ Chapter-23 Outlook Express features ✓ Chapter-24 Important functions within Outlook Express 	
Lesson 7 – Control Panel		
Lesson 7	<ul style="list-style-type: none"> ✓ Chapter-25 Its usage and important options ✓ Chapter-26 Add Hardware ✓ Chapter-27 Add or Remove Programs ✓ Chapter-28 Folder Options. ✓ Chapter-29 Fonts ✓ Chapter-30 Mouse ✓ Chapter-31 Sounds and Audio Devices ✓ Chapter-32 User Accounts 	
Lesson 8 – Installation & Application Software		
Lesson 8	<ul style="list-style-type: none"> ✓ Chapter-33 Sample installation of an application software. ✓ Chapter-34 Sample un-installation of an application software. 	
Lesson 9 – Installation & Application Software		
Lesson 9	<ul style="list-style-type: none"> ✓ Chapter-35 Disk Cleanup ✓ Chapter-36 Check Disk (Error-checking of a Local Disk) ✓ Chapter-37 Disk Defragmenter ✓ Chapter-38 Backup 	

	✓ Chapter-39	Format
Lesson 10 – System Properties		
Lesson 10	✓ Chapter-40 - Short Overview of all the options. ✓ Chapter-41 - Detailed explanation about “General” ✓ Chapter-42 - Detailed explanation about “System Restore” ✓ Chapter-43 - Detailed explanation about “Automatic Updates” ✓ Chapter-44 - Detailed explanation about “Hardware”— Device Manager ✓ Chapter-45 - Program End Message	
2. Microsoft Word		
Lesson 1 – First Steps		
Lesson 1	✓ Chapter-1 ✓ Chapter-2 ✓ Chapter-3 ✓ Chapter-4 ✓ Chapter-5 ✓ Chapter-6 ✓ Chapter-7 ✓ Chapter-8 ✓ Chapter-9 ✓ Chapter-10	Introducing Microsoft Word 2007. Microsoft Office Button. Quick Access Toolbar. Title Bar. Ribbon. Ruler. Scroll Bars and Text Area. Status Bar. Importance of Document Views. The importance of Mouse Click in Microsoft Word 2007

	✓ Chapter-11	Know your Nonprinting Characters.
	✓ Chapter-12	How to create Sample Data.
Lesson 2 – Essential Tools		
Lesson 2	✓ Chapter-13	Type, Delete and Backspace.
	✓ Chapter-14	Insert and Overtyping.
	✓ Chapter-15	Underline, Bold and Italicize.
	✓ Chapter-16	Close Word after Saving a File.
	✓ Chapter-17	Open Word File.
	✓ Chapter-18	Cut and Paste Word elements.
	✓ Chapter-19	Copy and Paste Word elements.
	✓ Chapter-20	Using the Clipboard.
	✓ Chapter-21	Compose AutoText.
	✓ Chapter-22	How to use Spell Check.
	✓ Chapter-23	Find and Replace.
	✓ Chapter-24	Alter the Font Size.
	✓ Chapter-25	Alter the Font Face.
	✓ Chapter-26	Alter the Font Color.
Lesson 3 – Styles & Format		
Lesson 3	✓ Chapter-27	Introducing Styles and Formatting Paragraphs.
	✓ Chapter-28	Paragraph Formatting.
	✓ Chapter-29	Alter the spacing between lines.
	✓ Chapter-30	Indenting Paragraphs – Part 1.
	✓ Chapter-31	Indenting Paragraphs – Part 2.

	<ul style="list-style-type: none"> ✓ Chapter-32 Learn Paragraph alignment. ✓ Chapter-33 Learn Paragraph alignment by practice. ✓ Chapter-34 Selecting a Style Set. ✓ Chapter-35 Style utilization.
Lesson 4 - Layout	
Lesson 4	<ul style="list-style-type: none"> ✓ Chapter-36 Adding Numbers and Bullets. ✓ Chapter-37 Undo and Redo functions in Word. ✓ Chapter-38 How to set Page Size and Page Orientation. ✓ Chapter-39 How to Set Margins in Word. ✓ Chapter-40 Insert Page Numbers. ✓ Chapter-41 How to execute Page Breaks. ✓ Chapter-42 Preview Documents and Print Documents. ✓ Chapter-43 Program End Message.
3. Microsoft Power Point	
Lesson 1 – Getting Started	
Lesson 1	<ul style="list-style-type: none"> ✓ Chapter-1 How to Start Microsoft PowerPoint. ✓ Chapter-2 How to make PowerPoint presentations. ✓ Chapter-3 How to Save Your PowerPoint Presentation.
Lesson 2 – Basic Features	
Lesson 2	<ul style="list-style-type: none"> ✓ Chapter-4 Important PowerPoint definitions. ✓ Chapter-5 Menu Bar. ✓ Chapter-6 Scrollbars.

	✓ Chapter-7	Toolbars.
Lesson 3 – Using Views		
Lesson 3	✓ Chapter-8	Using Normal View.
	✓ Chapter-9	Outline View.
	✓ Chapter-10	Slide Sorter View.
	✓ Chapter-11	Slide Show
Lesson 4 – Working With Text		
Lesson 4	✓ Chapter-12	How to Enter Text.
	✓ Chapter-13	How to Work with Text Boxes.
	✓ Chapter-14	How to Format Texts.
	✓ Chapter-15	How to Use the Automatic Spell Checker
Lesson 5 – Chart, Tables, Background & Graphics		
Lesson 5	✓ Chapter-16	Working with Backgrounds.
	✓ Chapter-17	Working with Graphics.
	✓ Chapter-18	Working with Charts.
	✓ Chapter-19	Working with Tables.
Lesson 6 – Animation & Transistion		
Lesson 6	✓ Chapter-20	How to Animate Objects.
	✓ Chapter-21	How to Add Transition
Lesson 7 – Sounds		
Lesson 7	✓ Chapter-22	How to Add Sound to a PowerPoint Presentation

	✓ Chapter-23	How to Record Your Own Sound Files.
	✓ Chapter-24	How to Add Sound from Various Sources.
Lesson 8 – Video		
Lesson 8	✓ Chapter-25	How to Add Video in a PowerPoint Presentation.
Lesson 9 – Organize Your Presentation		
Lesson 9	✓ Chapter-26	By Speaker Notes.
	✓ Chapter-27	By Automating a Presentation.
Lesson 10 – Keyboard Shortcuts		
Lesson 10	✓ Chapter-28	Useful Keyboard Shortcuts.
Lesson 11 – Difference Between 2003 & 2007		
Lesson 11	✓ Chapter-29	Differences between PowerPoint 2003 and 2007
	✓ Chapter-30	Program End Message.
4. Microsoft Excel		
Lesson 1 – Getting Started		
Lesson 1	✓ Chapter-1	Introduction to Microsoft Excel 2007
	✓ Chapter-2	Spreadsheets
	✓ Chapter-3	Microsoft Office button
	✓ Chapter-4	Importance of the Ribbon
	✓ Chapter-5	Function of Quick Access Toolbar
	✓ Chapter-6	Function of Mini Toolbar

Lesson 2 – Customize Excel		
Lesson 2	<ul style="list-style-type: none"> ✓ Chapter-7 Customize Excel ✓ Chapter-8 Formula function in Excel ✓ Chapter-9 Proofing ✓ Chapter-10 Save function ✓ Chapter-11 Advanced function in Excel ✓ Chapter-12 Customize function 	
Lesson 3 – Working With A Workbook		
Lesson 3	<ul style="list-style-type: none"> ✓ Chapter-13 Create a Workbook ✓ Chapter-14 Save a Workbook ✓ Chapter-15 Open a Workbook ✓ Chapter-16 Entering data 	
Lesson 4 – Manipulating Data		
Lesson 4	<ul style="list-style-type: none"> ✓ Chapter-17 Select data ✓ Chapter-18 Copy and Paste ✓ Chapter-19 Cut and Paste ✓ Chapter-20 Undo and Redo ✓ Chapter-21 Auto Fill ✓ Chapter-3 How to Save Your PowerPoint Presentation. 	
Lesson 5 – Modifying A Worksheet		
Lesson 5	<ul style="list-style-type: none"> ✓ Chapter-22 Insert Cells, Rows and Columns 	

	<ul style="list-style-type: none"> ✓ Chapter-23 Delete Cells, Rows and Columns ✓ Chapter-24 Find and Replace ✓ Chapter-25 Go To command ✓ Chapter-26 Spell Check
Lesson 6 – Performing Calculations	
Lesson 6	<ul style="list-style-type: none"> ✓ Chapter-27 Excel Formulas ✓ Chapter-28 Calculate with Functions ✓ Chapter-29 Function Library ✓ Chapter-30 Relative, Absolute and Mixed Functions ✓ Chapter-31 Linking Worksheets
Lesson 7 – Macros	
Lesson 7	<ul style="list-style-type: none"> ✓ Chapter-32 Recording a Macro ✓ Chapter-33 Running a Macro
Lesson 8 – Sort & Filter	
Lesson 8	<ul style="list-style-type: none"> ✓ Chapter-34 Basic Sorts ✓ Chapter-35 Custom Sorts ✓ Chapter-36 Filter
Lesson 9 – Graphics	
Lesson 9	<ul style="list-style-type: none"> ✓ Chapter-37 Adding a Picture ✓ Chapter-38 Adding ClipArt ✓ Chapter-39 Editing Pictures and ClipArt

	<ul style="list-style-type: none"> ✓ Chapter-40 Editing Pictures and ClipArt ✓ Chapter-41 Adding shapes ✓ Chapter-42 Adding SmartArt
Lesson 10 – Charts	
Lesson 10	<ul style="list-style-type: none"> ✓ Chapter-43 Modify a chart ✓ Chapter-44 Chart Tools ✓ Chapter-45 Copy a chart to Word
Lesson 11 – Formatting A Worksheet	
Lesson 11	<ul style="list-style-type: none"> ✓ Chapter-46 Formatting a Worksheet ✓ Chapter-47 Modify Fonts ✓ Chapter-48 Format Cells dialog box ✓ Chapter-49 Add Borders and Colors to cells ✓ Chapter-50 Change Column width and Row height ✓ Chapter-51 Merge Cells ✓ Chapter-52 Align Cell Contents
Lesson 12 – Developing A Workbook	
Lesson 12	<ul style="list-style-type: none"> ✓ Chapter-53 Format Worksheet tabs ✓ Chapter-54 Reposition Worksheets in a Workbook ✓ Chapter-55 Insert and Delete Worksheets ✓ Chapter-56 Copy and Paste Worksheets
Lesson 13 – Page Properties & Prining	

Lesson 13	<ul style="list-style-type: none"> ✓ Chapter-57 Set Print Titles ✓ Chapter-58 Create a Header and a Footer ✓ Chapter-59 Set Page Margins ✓ Chapter-60 Change Page Orientation ✓ Chapter-61 Set Page Breaks ✓ Chapter-62 Print a Range
Lesson 14 – Customize the layout	
Lesson 14	<ul style="list-style-type: none"> ✓ Chapter-63 Split a Worksheet ✓ Chapter-64 Freeze and Unfreeze Rows and Columns ✓ Chapter-65 Hide and Unhide Worksheets ✓ Chapter-62 Print a Range
Lesson 15 – VLookup	
Lesson 15	<ul style="list-style-type: none"> ✓ Chapter-66 Using VLOOKUP ✓ Chapter-67 Using the VLOOKUP Function ✓ Chapter-68 Defining the VLOOKUP Values ✓ Chapter-69 Copying the VLOOKUP Function to Other Cells
Lesson 16 – Pivot Tables	
Lesson 16	<ul style="list-style-type: none"> ✓ Chapter-70 Using Pivot Tables to View Data ✓ Chapter-71 Building a Pivot Table. ✓ Chapter-72 Program End Message.

Interview Etiquettes

- ✓ Chapter-1 – Introduction
- ✓ Chapter-2 - Grooming
- ✓ Chapter-3 - Curriculum Vitae
- ✓ Chapter-4 - Curriculum Vitae
- ✓ Chapter-5 - Curriculum Vitae
- ✓ Chapter-6 - Pre-Interview Preparation
- ✓ Chapter-7 - Body Language
- ✓ Chapter-8 - Standard Questions
- ✓ Chapter-9 - Group Discussion
- ✓ Chapter-10 - Final Interview
- ✓ Chapter-11 - Final Interview
- ✓ Chapter-12 - Sample CV and Program End Message
- ✓ Chapter-12 - Knowing about the Hardware components and its uses
- ✓ Chapter-13 - The Usage of a Scanner in a Computer
- ✓ Chapter-14 - The Usage of a Printer in a Computer
- ✓ Chapter-15 - Learning about the Mouse Operation in a Computer
- ✓ Chapter-16 - Introduction to the functions of each component in a Computer
- ✓ Chapter-17 - Learning about how to Boot or start the Computer
- ✓ Chapter-18 - Learning about how to Shut down or close down the Computer
- ✓ Chapter-19 - Knowing about the misuses of a Computer
- ✓ Chapter-20 - Learning about the activities which should not be carried out in a Computer
- ✓ Chapter-21 - Ending Note and MCQ based Test

