



**Technologica Computer Education Society (Govt.Regd)**

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## **Office Executive - Syllabus**

FUNDAMENTALS OF COMPUTER

FUNDAMENTALS OF WINDOWS

MICROSOFT WORD

MICROSOFT EXCEL

MICROSOFT POWERPOINT

MICROSOFT ACCESS

INTERNET

HTML

FRONTPAGE

DOS

LINUX/UNIX BASICS

BENGALI, HINDI TYPING

Advanced Basics Real Office Experience

### **FUNDAMENTALS OF COMPUTER**

History Of Computer Development

Generation Of Computer

Peripherals and Devices of Computer

Working Procedure of Computer

Number Systems (Octal, Decimal, Hexadecimal, Binary)

Concept of Software and Hardware

Concept Of LAN, WAN, MAN

Concept of Operating System

Concept of File Management System

Evolution of Computer

Quiz Contest

### **Introduction to Windows**

Notepad, Paint, Wordpad  
Calculator  
Search Options  
Making Shortcuts, Using Shortcut Keys  
File Cut, Copy and Paste (File Transfer)  
Changing Wallpaper and Screen Savers  
Creating and Deleting Files and Folders  
Renaming Files and folders.  
Windows Media Player  
Use of Optical Drive (DVD Read/Write)  
Use of Pen Drive  
Quiz Contest

### **Microsoft Word**

Introduction to Microsoft Word  
Drafting a Letter, Drawing a Card, Leaflet, Design  
File, Save, Save As , Print Preview, Version, Properties  
Undo, Redo, Cut, Copy, Paste, Paste Special, Clear, Office Clipboard, Find, Replace, Goto  
Different Types Of Views, Toolbars, Task Pen, Rulers, Documents, Header And Footer,  
Thumbnails, Full Screen, Zoom  
Break, Page Numbers, Date And Time, Symbols , Comments, Reference, Footnote, Caption,  
Cross Reference, Index And Tables, Pictures, Clipart, Diagram, Textbox, File, Object, Bookmark,  
Hyperlink  
Font, Paragraph, Bullets And Numberings, Border And Shadings, Columns, Tabs, Drop Cap, Text  
Direction, Change Case, Background, Theme, Style And Formatting  
Spelling And Grammar, Research, Languages, Word Count, Auto Summarize, Track Change,  
Protect Document, Letter And Mailings, Envelops And Labels, Letter Wizard, Macro, Record  
New Macro, Auto Correct Options  
Draw Table, Insert, Delete, Select, Merge Cell, Split Cell Split Table, Table Auto Format, Autofit,  
Convert, Sort Formulae, Hide Gridlines, Table Properties  
Arrange All, Split  
Quiz Contest

### **Microsoft Excel**

Basic Calculation, Complex Calculation, Extreme Calculation  
Save, Save As, Save Workspace, Page Setup, Print Area, Print Preview, Properties  
Undo Redo, Cut, Copy, Paste, Paste Special, Fill, Series, Clear, Delete, Delete Sheet, Move Or  
Copy Sheet, Find, Replace, Goto  
Normal, Page Break Preview, Task Pane Formula Bar, Status Bar, Header And Footer, Comments,  
Custom Views, Full Screen, Zoom  
Cell, Rows, Columns, Sheet, Worksheet, Chart, Symbol, Page Break, Function (If, Sqrt, Max, Min  
Etc), Name, Comment, Picture, Diagram, Object, Hyperlink|  
Cell, Row, Column, Sheet, Auto Format, Conditional Formatting

Track Change, Protection, Goal Seek, Scenarios, Formula Auditing Macro, Auto Correct Options  
Sort, Filter, Form, Subtotals, Validation, Table, Text To Column, Group And Outlines  
Arrange, Hide, Unhide, Split, Freeze Panes  
Quiz Contest

### **Microsoft PowerPoint**

Simple Presentation Or Advertisements  
Complex And Multiple Slides Presentation Or Animation  
Action Buttons And Its Uses  
Name Show Presentation  
Save, Save As, Properties  
Duplicate, Delete Slide  
Normal, Slide Sorter, Notes Page, Grid And Guides  
New Slide , Duplicate Slide, Slide From, Files, Slides From Outlines, Movie And Sounds, Chart  
Tables|  
Slide Design, Slide Layout, Background  
Macro, Auto Correction  
View Show, Setup Show, Action Button, Action Settings, Animation Schemes, Custom  
Animation, Slide Transition, Slide Hide, Custom Views  
Arrange All, Cascade  
Quiz Contest

### **Microsoft Access**

Creation Of Different Types Of Tables  
Queries  
Forms  
Reports  
Database Objects  
Relationship, Security  
Quiz Contest

### **Internet**

Browsing  
Surfing  
Information download  
Image download  
Mp3 download  
Video download  
Map and address search  
Railway information download  
Hotel information download  
Online shopping  
Online Form fill-up  
Email sending  
Social media

Job profile creation  
Books download  
Online Storage of file.  
News paper  
Quiz Contest

## **HTML**

Basics HTML Drawing  
Working With Tables, Bullets, Formatting  
Working With Pictures  
Working With Small Animations  
Quiz Contest

## **FRONTPAGE / KOMPOZER**

Basics HTML Drawing  
Working With Tables, Bullets, Formatting  
Working With Pictures  
Working With Small Animations  
Quiz Contest

## **Linux**

Introduction to Linux  
Gedit, Gimp  
Search Options  
File Cut, Copy and Paste (File Transfer)  
Changing Wallpaper and Screen Savers  
Creating and Deleting Files and Folders  
Renaming Files and folders.  
Media Player  
Use of Pen Drive  
Linux Terminal  
Quiz Contest

## **Advanced Basics Real Office Experience**

Advance Excel (Problems and Solution)  
Advance Access (Problems and Solution)  
Advance PowerPoint (Problems and Solution)  
PDF Creator and converter  
Foxpro Basics  
Interview Appearance And Self Development  
Microsoft Publisher  
SQL Introduction [TABLE CREATION AND DATA INSERTION AND QUERY CREATION]  
Projects

