

# Jprompt Computer Education Center (I.C.T. Training)

Duration 6weeks

## Diploma in Microsoft Office

### Microsoft office Course Curriculum

#### Introduction

Computer Concepts, Typing  
Ms Windows (2000/XP/2003, Internet fundamentals  
Introduction to Local Area networking  
Wide area networking, Microsoft Word 2003

#### Word

Creating and Editing Documents  
Formatting Text, Creating a Letter and Brochure  
Creating complementary cards, Invitation cards  
Wedding program, Designing invoice and Graphics  
Mail Merging and many more...

#### Microsoft Excel 2003

Some Worksheets Basics, Entering and Editing Data  
Doing Mathematics Formulas and Functions  
Formatting printing Worksheets, Charting your Data

#### Microsoft Access 2003

Introduction access  
Designing and Creating Data in Database  
Adding and Maintaining Data Datasheet View  
Retrieving the Data you need: sorting Selecting  
Viewing Entering and Editing Data with forms  
Generating Reports and Mailing Labels, Advanced Topics  
And many more...

#### Microsoft PowerPoint 2003

PowerPoint Basics, Creating a new Presentation  
Working with the slide Master  
Adding graphics, Tables, and Organization Charts  
Producing Your Presentation  
Exploring Hyperlinks and the Web, and many more...

**This is your best opportunity to be associated with a market leader.**