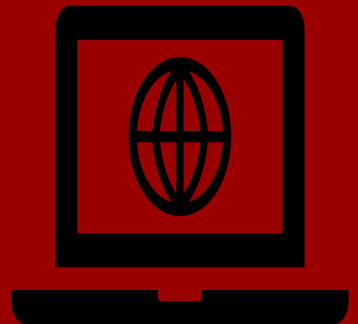
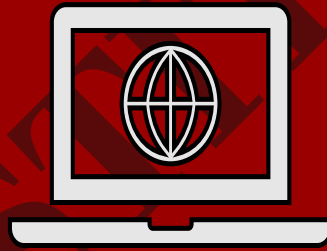




COMPUTER LEARNING INSTITUTE



Courses

Basic Computer

- ❖ Introduction Of Computer
- ❖ WordPad
- ❖ MS Office
 - MS Word
 - Project
 - Simple – Resume.
 - Designer - Resume.
 - MS Excel
 - Custom Data Insert with the Help of Rand between, Rand Functions.
 - Math Table.
 - Filter Table.
 - Dob Sheet.
 - Attendance With Salary Sheet.
 - VLOOKUP Sheet.
 - HLOOKUP Sheet.
 - Interest Sheet.
 - Marks Sheet.
 - Salary Sheet.
 - Attendance Sheet.
 - Interest With Installment Sheet.
 - Loan Sheet.
 - Payroll Sheet.
 - GST Sheet.
 - Shopping Sheet with Discount, GST.
 - Interest Sheet.
 - MS PowerPoint.

Introduction (Theory)

- Definition of Computer?
- Full Form of Computer?
- Advantage of Computer?
- Disadvantage of Computer?
- What is an Input device?
- What is an Output device?
- Difference between Input and Output Device?
- What is Software?
- What is Hardware?
- Difference of Software & Hardware?
- What is an Operating System?

WORDPAD

- Open WordPad - Window + R (WordPad) Then Enter
- Home Tab
 - Clipboard
 - Paste
 - Cut
 - Copy
 - Font
 - Bold
 - Italic
 - Underline
 - Superscript
 - Subscript
 - Increase Font Size With the help of Shortcut keys
 - Decrease Font Size With the help of Shortcut keys
 - Paragraph
 - Left Alignment
 - Right Alignment
 - Center Alignment
 - Justify Alignment
 - List
 - Line Spacing
 - Nesting List
 - Increase Indent
 - Decrease Indent
 - Insert
 - Picture
 - Insert Date and Time
 - Insert Object
 - Editing
 - Find
 - Replace
 - Select All Data
 - Particular Data
- View Tab

Notepad (All Shortcuts Keys)

- All Notepad Shortcut Keys
 - Run Command - Window + R
 - Minimize - Alt + Space + R
 - Maximize - Alt + Space + X
 - New page - Ctrl + N
 - New Window - Ctrl + Shift + N
 - All Data Select - Ctrl + A
 - Particular Data Select - Shift + Left Arrow / Right Arrow
 - Save - Ctrl + S
 - Save - Ctrl + Shift + S
 - Open - Ctrl + O
 - Copy - Ctrl + C
 - Paste – Ctrl + V
 - Undo - Ctrl + Z
 - Redo - Ctrl + Y
 - Format Copy - Ctrl + Shift + C
 - Format Paste - Ctrl + Shift + V
 - Find - Ctrl + F
 - Find Next - F3
 - Previous Find - Shift + F3
 - Time/ Date - F5
 - Zoom In - Ctrl + (+)
 - Zoom Out - Ctrl + (-)
 - By Default, Resolution - Ctrl + (0)

Window Family's

- Fn + F6 - Open Default Taskbar Program.
- Window + A - Open Notification Action.
- Window + B - Open Toggle Button.
- Window + D - Minimize All Windows.
- Window + E - File Explorer.
- Window + F - Feed Back Axes.
- Window + G - Screen Recording.
- Window + H - Voice Through Typing.
- Window + I - Open Setting.
- Window + L - Lock Computer.
- Window + M - Minimize All Windows.
- Window + P - Screen Duplicate.
- Window + R - Run Command.
- Window + S - Quick Search.
- Window + T - Control Taskbar Program.
- Window + U - Accessibility (Ease OF Access Center).
- Window + V - Open Clipboard.
- Window + X- Quick Link Center Open.
- Window + Z - Screen Split.
- Window + Left Arrow / Right Arrow – Split Screen.

MS (Microsoft) Word All Tab

- Home Tab
- Insert Tab
- Draw Tab
- Design Tab
- Page Layout Tab
- Reference Tab
- Mailing Tab
- Review Tab
- View Tab

Home Tab

- Clipboard
 - Paste
 - Copy
 - Format Copy
 - Format Paste
 - Cut
- Font
 - Text Formatting
- Paragraph
 - Alignment
 - List
 - Spacing
- Style
- Editing

Insert Tab

- Table
- Page
- Illustrations
- Media
- Link
 - Subpage Link
 - Internal Link
 - Cross- Reference
 - Bookmark
 - Heading
 - Figure
 - Table
 - Equation
 - Footnote
 - Endnote
 - External Link
- Comments
- Header Footer
- Text
- Symbols

Design Tab

- Drawing Tools
- Touch
 - Draw With Touch
- Convert
 - Ink to Shape
 - Ink to Math

Design Tab

- Document Formatting
 - Theme
 - Effects
 - Paragraph Spacing
- Page Background
 - Watermark
 - Page color
 - Page Border

Page Layout Tab

- Page Setup
 - Margin
 - Orientation
 - Size
 - Columns
 - Break
 - Line Number
 - Hyphenation
- Paragraph
 - Left Indent
 - Right Indent
 - Spacing
- Arrange
 - Position
 - Wrap Text
 - Bring Forward
 - Send Backward
 - Selection Pane
 - Align
 - Group
 - Rotate

Page Layout Tab

- Table Of Contents
 - Add Text
 - Update Table
- Footnotes
 - Insert Footnote
 - Insert Endnote
 - Show Notes
- Research
 - Search
- Citation & Bibliography
 - Insert Citation
 - Manage Sources
 - Style
 - Bibliography
- Captions
 - Insert Caption
 - Insert Table of Figure
 - Update Table
 - Cross- Reference
- Index
 - Mark Entry
- Insert Index
 - Insert Index
 - Update Index
- Table of Authorities
 - Mark Citation

Mailings Tab

- Create
 - Envelope
 - Labels
- Start Mail Merge
 - Start Mail Merge
 - Select Recipients
 - Edit Recipients
 - Edit Recipients List
- Write & Insert Fields
 - Highlights
 - Address Block
 - Greeting Line
 - Insert Merge Fields
 - Rules
 - Match Fields
 - Update Labels
- Preview Result
 - Preview Results
 - Find Recipient
 - Check for Error
- Finish & Merge
 - Edit Individual Document
 - Print Document
 - Send Mail Message

Review Tab

- Proofing
 - Spelling & Grammar
 - Thesaurus
 - Word Count
- Speech
 - Read Aloud
- Accessibility
 - Navigation
 - Focus
 - Alt Text
 - Check Accessibility
- Language
 - Translate
 - Language Preference
- Comments
 - New Comment
 - Delete Comment
 - Previous Comment
 - Next Comment
 - Show Comment
- Tracking
- Changes
- Compare
- Protect
- Ink
- OneNote

View Tab

- Views
 - Read Mode
 - Print Layout
 - Web Layout
 - Outline
 - Draft
- Immersive
 - Focus
 - Immersive Reader
- Page Management
 - Vertical
 - Side to Side
- Show
 - Ruler
 - Gridlines
 - Navigation Pane
- Zoom
 - One Page
 - Multiple Page
 - Page Width
- Window
 - New Window
 - Arrange All
 - Split
 - Switch Window
- Macros
- Properties

(Microsoft) MS EXCEL

- Home Tab
- Insert Tab
- Draw Tab
- Page layout tab
- Formula Tab
- Data Tab
- Review Tab
- View Tab
- Developer Tab
 - VBA

EXCEL Function Tab

- Custom Data Insert
 - Rand ()
 - Randbetween ()
 - Rand Array ()
- Math Table.
- Filter Table.
- Dob Sheet.
- Attendance With Salary Sheet.
- Lookup Function
 - VLOOKUP Sheet.
 - HLOOKUP Sheet.
- Interest Sheet.
- Marks Sheet.
- Salary Sheet.
- Attendance Sheet.
- Interest In Installment Sheet.
- Loan Sheet.
- Payroll Sheet.
- GST Sheet.
- Shopping Sheet with Discount, GST.

MS (Microsoft) PowerPoint

- Home Tab
- Insert Tab
- Draw Tab
- Design Tab
- Transition Tab
- Data Tab
- Animation Tab
- Slide Show Tab
- Record Tab
- Review Tab
- View Tab

After Course Completion

Certificate

Internship

Job Assistance

Thank you

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