

**★ Diploma In software Application**

Duration- 1 Year

Basic Knowledge of Computer

Operating System windows

1. File Folder Management
2. Desktop & start Menu
3. Applications
4. System Utilities
5. Explorer

**★ MS-Office/WORD/EXCEL/POWER POINT**

Font, Bullets &amp; Numbering, Auto Text,

Mail Merge, Template.....

Excel

Solver, Chart, Data Validation,

Account Maintain

Power Point

Design Template, Slide Sorter

Custom Animation.....

**★ DBMS using Access**

DBMS &amp; RDBMS Concept

Table \* Fields

Relation \* Referential Integrity

Forms \* Queries \* Reports \* Macros

**★ C Programming**

PLT

I/O Statements

Operator

Control Statements

Arrays \* Pointers \* Function

Structures

Union

Dynamic Memory Allocation

**★ Photoshop**

Layers

Filter

Colour modes and models

Image editing

Colour Adjustment

Greeting Cards

Internet

Connectivity

Browser

Outlook Express

E-mail