Computer Sessions for Group-1 Officers

Agenda

- **Total Sessions – 20**

- **Introduction to Computer**

- **Introduction to OS(Windows 7)**

- **Office Applications (MS-Office 2010)**

- **Examination at the end of the course**

IT Facilities for OTs

- **IT Class Rooms/Labs: 104 and 116**
  - **2 Batches**
  - **Batch1 A01 to A30**
  - **Batch2 A31 to A82**
- **Website on Group-1 FC**

- **Computer Lab Facility: 6:00 PM to 8:00 PM**
  - **Computer Lab 105 Admin block**
- **[Online feedback System](http://hrdiapfbs.cgg.gov.in)**

  ## http://hrdiapfbs.cgg.gov.in

Groups for IT Sessions

- **Group A & B**
  - Room No : 104 (A01-A30)

  - Room No : 116 (A31-A82)

Our Team

☞IT Manager
- ☞Smt. Anila

☞Computer Instructors/Faculty
- ➢K.G Ramakrishna
- ➢Md. Khadeer

☞Network Administrator
- ➢Venkat Reddy

☞System Administrator
- ➢BalaKrishna

☞ Web Designer
- ➢M. Prabhakar

IT Support

- Internet, Wi-fi Support
    - Mr. Venkat Reddy, Network Administrator
    - Admin Block, Room no: 106
    - Intercom: 151
    - Mobile:8885552169

- System support
    - Mr. Balakrishna System Administrator
    - Admin Block, Room no: 106
    - Intercom: 265
    - Mobile:8885558380

At the End of this course You will able to...

Introduction to Computers

- **Basic Computer Components**

- **Software & Types of Software**

- **Mouse & Keyboard Operations**

- **Usage of Memory Devices**

- **Typing Practice**

Introduction to OS (Operating System)

- **Windows Operating System**

- **Exploring Windows 7**

- **Windows Desktop properties**

- **Working with Files & Folders**

Introduction to MS-Word

- **Word Interface**

- **Formatting Feature**

- **Working with tables**

- **Document Protection & Proofing**

- **Working with Mail Merge**

- **Headers & Footers**

- **Page setup and print**

Introduction to MS-PowerPoint

- **PowerPoint Interface**

- **Create a presentation**

- **Applying Designs to Presentation**

- **Inserting Diagrams, Charts & Clipart/Pictures**

- **Different Views in PowerPoint**

- **Transitions and Animations**

- **Printing of slides**

Introduction to MS-Excel

- **Excel Interface**

- **Data operations in spreadsheet**

- **Custom List , Validations, Conditional Formatting**

- **Calculations by using Functions**

- **Creating & Editing Charts**

- **Header & footer, Freeze Panes**

- **Pivot Table, What-if- Analysis & Consolidate**

- **Sort, Filter , Subtotal , Vlookup usage**

- **Page setup & Print**

Introduction to MS-Access

- **Access Interface**
- **Define DBMS**
- **Design Tables , Fields keys**
- **Relationships**
- **Enter data in tables**
- **Queries on tables**
- **Forms & Report**

THANK YOU

ALL THE BEST TO ONE & ALL