Advanced Computer Skills

Certificate Course

Department of Mathematics   Duration: 30 hrs.

Course Objectives:

The purpose of this course is to equip participants with advanced technical skills and analytical capabilities in utilizing Microsoft Office applications and web technologies. This course aims to deepen understanding and proficiency in document management, data analysis, dynamic presentation creation, and efficient online research.

Learning Outcome:

- Participants will learn to manage professional documents securely and efficiently, employing advanced formatting, referencing.
- Participants will master complex data analysis, automate tasks with macros, and create insightful data visualizations
- Participants will develop skills to create dynamic, interactive, and visually compelling presentations for effective communication.
- Participants will navigate the web more effectively, utilizing advanced search, ensuring data privacy, and leveraging social media for professional use.

Course Content

Unit- I	**Advanced Document Management with MS Word:** Advanced Document Styles and Themes, Collaborative Editing and Reviewing, Mastering Document References , Document Security: Passwords and Restrictions , Automation: Macros and Fields , Integration with Other Applications
Unit- II	**Data Analysis with MS Excel:** Advanced Formulas and Functions , Tables and Charts, Excel as a Database , Data Visualization and Dashboards
Unit- III	**Dynamic Presentations with Power Point:** Interactive Presentations , Mastering Slide Master , Advanced Animation and Transitions , Embedding Multimedia
Unit-IV	**Advanced Web:** Advanced Search Techniques , Data Privacy and Security, Efficient Use of Social Media

References:

1. PowerPoint 2019 For Dummies" by Doug Lowe.
2. Kumar Bittu, Mastering MS Office, V&S Publishers.
3. Excel 2019 Bible, Michael Alexander, Richard Kusleika.
4. G. Manjunath B.E., Computer Basics, Vasan Publications.