

Department of Commerce

Janki Devi Memorial College, University of Delhi

Presents

Online Add-on course on Advanced Computer Applications in Business

Eligibility: UG students of JDMC and other colleges/ Universities.

Registration: Last date: 24th March 2021. Course will start from 25th March, 2021.

Course Duration: 30 Hours

Session Days: Weekend and Working days.

Interested candidates can register using the following link :
<https://forms.gle/dngm6ofDhvg579Qh8>

(Copy the link and paste in search bar or click)

Platform: Google Meet



About the course

The course is designed to impart advance knowledge of Computer applications. This course is skill-based course and will help students to learn the widely used software: Word, PowerPoint and Excel. This course will be for those who wants to improve their skills and master Microsoft Office. This course will make students to acquire essential skills to save time, be more productive and earn a reputation as the office spreadsheet whiz. Computer skills are a basic requirement for a large number of jobs. After enrolling in this course, the students will understand of how to use an office productivity software.

COURSE FEE

Course fee: Rs 650/-

-Fee will be collected through online banking.

- Fee is NON-Refundable



Account Details

**ACCOUNT NAME: JDM
SS A/C**

**ACCOUNT NO.:
8594101050003
BRANCH: CANARA
BANK, JANKI DEVI
MEMORIAL COLLEGE,
SIR GANGA RAM
HOSPITAL MARG, NEW
DELHI-60**

**IFSC CODE:
CNRB0008594**

Course Content

Module 1: MS Word Introduction to word Processing; Word processing concepts, Working with word document, Opening an existing document/creating a new document; Saving, Selecting text, Editing text, Finding and replacing text, Formatting text, Bullets and numbering, Tabs, Paragraph Formatting, Page Setup, zoom, copy, paste, undo move, format, align text, insert bullets, insert a table, Design, Layout, References, Mailings, Review, View, Shortcut Keys of words, Printing a word document, Resume building use word.

Module 2: Advance Excel Spreadsheet concepts; Creating a work book, saving a work book, editing a work book, inserting, deleting work sheets, entering data in a cell, formula Copying, Moving data from selected cells, Handling operators in formulae: Inserting Charts- LINE, PIE, BAR, Mathematical ROUND ALL, SUM, SUMIF, COUNT, COUNTIF; Statistical – AVERAGE, MAX, MIN, STDEV, FREQUENCY, INTERCEPT, SLOPE.; Financial analysis- PMT, PPMT, IPMT; Logical - IF, AND, OR. Loan & Lease statement; Ratio Analysis, Graphical representation of data Payroll statements: Frequency distribution. Cumulative and calculation of Means, Mode and Median; Linear and Multiple Regression analysis using excel, Correlation, Pivot tables, VLOOKUP and Lookup, Tables and Formatting, Advanced Charting, Using advance filter options in excel, Excel Add ins : Kutools plus, What-If analysis, Forecast sheet etc.

Module 3: Power Point Presentation Creating a presentation; Editing, Sorting, Layout, Set-up row, Rehears timing, Customize color schemes, Add animation effects, Use slide, notes and handout masters, Create, edits and import charts, Create and edit tables in power point slides, Manage Hyperlinks, create custom shows, export outlines and presentation slides to word.

Resource Persons

1. Mrs Neelu Verma ,
Assistant Professor,
JDMC
2. Mrs. Ekta Bansal,
Assistant Professor,
JDMC
3. Mrs. Richa Sharma,
Assistant Professor,
JDMC
4. Ms. Anuradha Goel,
Assistant Professor,
JDMC
5. Ms. Shivani Thakur,
Assistant Professor,
JDMC

Contact

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**Note: Candidate must
send a receipt/proof of
successful payment at:
neelu@jdm.du.ac.in**

&

anuradha@jdm.du.ac.in

**Note: Certificates will
be provided on
successful completion.
Seats will be filled on
first come first serve
basis on successful
submission of fee.**