



Sagar Drugs-AMA Computer Centre

Windows 10 + MS Office 2013

8.00 a.m. to 9.30 a.m.

Monday to Friday, July 16 to 27, 2018 (10 classes - 15 hours)

(Limited to 20 persons - one computer one person)

Venue: Torrent-AMA Management Centre, Core-AMA Management House, ATIRA Campus, Dr. Vikram Sarabhai Marg, Ahmedabad 380 015

OBJECTIVE: To make an individual more Independent, Methodical, Competent, Effective and therefore, more Efficient on Computers. providing Good Academic Environment and One Computer Per Person.

Windows 10 : A look inside the computer; Unit of Measure; Understanding Drives, Folders, and Files; This PC; Moving and Copying Files; Windows 10 Interface; Personalizing Themes; Personalizing Lock Screen; Personalizing screen saver; Gestures and Mouse Actions; Switching between apps; Multiple Desktops; Tablet Mode; Personalizing Mouse; Personalizing Keyboard; Personalizing Touch Keyboard; Adding and Managing Windows 10 Applications; User Accounts

Internet : What is Internet; Who Owns the Internet ?; What is IP address; (Internet Protocol) ?; What is Domain Name ?; What is Internet Speed / Bandwidth & Latency ?; Searching the Internet; Buy online Railway Ticket; Internet Banking

MS Word 2013 : User Interface of Word 2013; Creating Document; Formatting Document; Find, Replace and Go To; Working with Tables; Working with Pictures; Headers and Footers

MS PowerPoint 2013 : User Interface of PowerPoint 2013; Creating a New Presentation; Creating Slides; Formatting Text; Creating and Formatting Tables; Drawing and Formatting Objects; Creating SmartArt Graphics; Working with Pictures; Working with Charts; Creating Animation Effects and Transitions

MS Excel 2013 Basic Level : User Interface of Excel 2013; Working with Workbooks; Working with Worksheets; Entering/ Editing Data in a Worksheet; Working with Charts / Graphs; Formatting Worksheets; Printing Worksheets; Formulas & Functions

FACULTY : **Mr. Mehul Shah**

FEE : Rs. 2500/- per participant (Including GST). Cheque should be drawn in favour of "Ahmedabad Management Association".

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Registration Form: Please fill-in and return this form along with participation fee to :

Ahmedabad Management Association, AMA Complex, Ahmedabad 380015.

Ph.: 079-26308602-5 • **Mobile:** 9537407187, 7069940917, 7203030990 • **E-mail:** ama@amaindia.org

Website: www.amaindia.org • **Android Mobile App:** AMA-Ahmedabad amaIndia.org

Name(s)	Position
1. _____	_____
2. _____	_____
Organisation:	_____
GST No.:	AMA GST No.: 24AAATA 5881D1Z0
Address:	_____
	Pin Code: _____
Phone:	Mobile: _____
E-mail:	<input type="text"/>