

# ADVANCED CERTIFICATE IN INFORMATION TECHNOLOGY

Duration: 4 Months

Concepts of Information Technology	
<ul style="list-style-type: none"> <li>• What is Information Technology</li> <li>• What is Computer</li> <li>• History of Computer</li> </ul>	<b>Input / Output and Storage Devices</b> <ul style="list-style-type: none"> <li>• Using Input Devices</li> <li>• Using Output Devices</li> <li>• Computer Memory</li> <li>• Data and Storage Devices</li> </ul>
Introduction to Windows 8	
<ul style="list-style-type: none"> <li>• What is Operating System</li> <li>• Windows History</li> <li>• Windows Environment</li> <li>• A First Look at the Windows Desktop</li> <li>• Windows Taskbar</li> </ul>	<b>Accessing the Start Menu</b> <ul style="list-style-type: none"> <li>• Using Start Menu Option</li> <li>• Customizing the Start Menu</li> <li>• Finding Programs, Files &amp; Settings</li> </ul>
<b>USING MS PAINT</b> <ul style="list-style-type: none"> <li>• Create a File</li> <li>• Save a File</li> <li>• Open a File</li> <li>• Working with tools</li> <li>• Using Basic Shortcuts</li> </ul>	<b>WORKING WITH FILE AND FOLDERS</b> <ul style="list-style-type: none"> <li>• Rename a File or Folder</li> <li>• Delete a File or Folder</li> <li>• Move or Copy a File or Folder</li> <li>• Search a File or Folder</li> </ul>
<b>CUSTOMIZING THE WINDOWS DESKTOP</b> <ul style="list-style-type: none"> <li>• Using Icons &amp; Shortcuts</li> <li>• Customizing Backgrounds &amp; Window Appearance</li> <li>• Customizing Screensavers &amp; Icons</li> <li>• Changing Screen Resolution</li> </ul>	
Microsoft Office 2013	
Microsoft Word 2013	
<ul style="list-style-type: none"> <li>• Word Processing Basic</li> <li>• Features of MS Word</li> <li>• Typing and Inserting Text</li> <li>• Selecting or Deleting Text</li> <li>• Undo or Formatting TAB</li> <li>• Format Painter</li> <li>• Find and Replace</li> </ul>	<ul style="list-style-type: none"> <li>• Paragraph Attributers</li> <li>• Moving, Copying and Pasting Text</li> <li>• Columns</li> <li>• Drop Caps</li> <li>• Change Case</li> </ul>
<ul style="list-style-type: none"> <li>• Bulleted and Numbered Lists</li> <li>• Nested Lists</li> <li>• Formatting Lists</li> </ul>	<ul style="list-style-type: none"> <li>• Page Setting</li> <li>• Illustration, Picture, Shapes, SmartArt, Screenshot</li> </ul>
<ul style="list-style-type: none"> <li>• Create Table</li> <li>• Table Design View</li> <li>• Table Layout</li> </ul>	<ul style="list-style-type: none"> <li>• Link</li> <li>• Hyperlink</li> <li>• Bookmark</li> </ul>
<ul style="list-style-type: none"> <li>• Comments</li> <li>• Header &amp; Footers</li> <li>• Text</li> <li>• Symbols</li> </ul>	<ul style="list-style-type: none"> <li>• Design Tab</li> <li>• Page Setup &amp; Printing</li> </ul>
<ul style="list-style-type: none"> <li>• Table of Content</li> <li>• Footnotes</li> </ul>	<ul style="list-style-type: none"> <li>• Review Tab</li> <li>• View Tab</li> </ul>

<ul style="list-style-type: none"> <li>• Mail Merge</li> </ul>	
<b>Microsoft Excel 2013</b>	
<b>INTRODUCTION TO MS EXCEL 2013</b> <ul style="list-style-type: none"> <li>• Introducing Excel</li> <li>• Recognizing Interface Features Unique to Excel</li> <li>• Understanding Workbook Structure</li> <li>• Navigating through Workbooks</li> <li>• Making Workbook Selections</li> </ul>	<b>THE BASICS OF DATA</b> <ul style="list-style-type: none"> <li>• Entering Text</li> <li>• Entering Dates &amp; Numbers</li> <li>• Editing Cell Entries</li> <li>• Copying &amp; Moving Data</li> <li>• Filling a Series</li> </ul>
<b>MANAGING WORKBOOK STRUCTURE</b> <ul style="list-style-type: none"> <li>• Modifying Workbook &amp; Worksheet Structure</li> <li>• Resizing Worksheet Elements</li> <li>• Hiding Workbook Component</li> <li>• Workbook Protection</li> </ul>	<b>FORMATTING CELLS</b> <ul style="list-style-type: none"> <li>• Applying Basic Formatting</li> <li>• Formatting Numbers</li> <li>• Exploring the Format Cells Dialog Box</li> <li>• Creating &amp; Applying Cell Styles</li> <li>• Conditional Formatting</li> </ul>
<b>WORKING WITH FORMULAS</b> <ul style="list-style-type: none"> <li>• Excel Calculations</li> <li>• Entering Formulas</li> <li>• Formula Auditing</li> </ul>	<b>THE BASICS OF FUNCTIONS</b> <ul style="list-style-type: none"> <li>• Using Basic Functions</li> <li>• Controlling Calculation Options</li> <li>• Linking Worksheets</li> </ul>
<b>WORKING WITH GRAPHICS</b> <ul style="list-style-type: none"> <li>• Adding Clip Art</li> <li>• Add an Image From a file</li> <li>• Image Adjustment</li> </ul>	<b>WORKING WITH CHART</b> <ul style="list-style-type: none"> <li>• Creating Charts</li> <li>• Modifying Chart Design</li> <li>• Working with Chart Layout &amp; Format</li> </ul>
<b>WORKING WITH HYPERLINK</b> <ul style="list-style-type: none"> <li>• Using Bookmark</li> <li>• External Link</li> </ul>	<b>SORTING, FILTRATION AND VALIDATION</b> <ul style="list-style-type: none"> <li>• Sorting Data</li> <li>• Filtering Data</li> <li>• Data Validation</li> </ul>
<b>CUSTOMIZING EXCEL</b> <ul style="list-style-type: none"> <li>• Customize Tabs</li> <li>• Recording a Macro</li> <li>• Running a Macro</li> </ul>	<b>PREPARING FILES FOR DISTRIBUTION</b> <ul style="list-style-type: none"> <li>• Print Area, Print Titles &amp; Sheet Options</li> <li>• Renaming Sheets &amp; Adding Headers/Footers</li> <li>• Printing Worksheets</li> </ul>
<b>Microsoft PowerPoint 2013</b>	
<b>INTRODUCTION TO POWERPOINT 2013</b> <ul style="list-style-type: none"> <li>• Exploring the PowerPoint Interface</li> <li>• Views, Navigation &amp; Keyboard Shortcut</li> <li>• Setting Options &amp; Saving Files</li> </ul>	<ul style="list-style-type: none"> <li>• PowerPoint Design Essentials</li> <li>• Setting Up a New File</li> <li>• Changing Backgrounds</li> <li>• Placeholders &amp; Bullets</li> <li>• Adjusting Placeholders</li> <li>• Adding Headers &amp; Footers</li> <li>• Saving PowerPoint Templates</li> </ul>
<b>WORKING WITH SLIDE TEXT</b> <ul style="list-style-type: none"> <li>• Entering Text</li> <li>• Working with Outlines</li> <li>• Working with Text Boxes</li> <li>• Organizing Presentation Content</li> </ul>	<b>ENHANCING PRESENTATIONS WITH GRAPHICS</b> <ul style="list-style-type: none"> <li>• Getting Visual with Image and SmartArt</li> <li>• Organizing with Tables</li> <li>• Getting Graphic with Charts</li> <li>• Inserting Hyperlinks</li> <li>• Using Multimedia</li> </ul>
<b>ENHANCING PRESENTATIONS WITH GRAPHICS</b>	<b>ADDING ANIMATIONS &amp; TRANSITIONS</b>

<ul style="list-style-type: none"> <li>• Getting Visual with Image and SmartArt</li> <li>• Organizing with Tables</li> <li>• Getting Graphic with Charts</li> <li>• Inserting Hyperlinks</li> <li>• Using Multimedia</li> </ul>	<ul style="list-style-type: none"> <li>• Using Animations</li> <li>• Using Motion Paths</li> <li>• Using Transitions</li> </ul>
<p><b>PREPARING FOR THE PRESENTATION</b></p> <ul style="list-style-type: none"> <li>• Preparing with Notes</li> <li>• Reviewing the Presentation</li> <li>• Setting Up a Slide Show</li> <li>• Setting Accurate Slide Timings</li> <li>• Custom Shows</li> </ul>	
<b>Internet &amp; Email</b>	
<p><b>INTRODUCTION TO INTERNET</b></p> <ul style="list-style-type: none"> <li>• What is Internet</li> <li>• History of Internet</li> <li>• Advantages of Internet</li> <li>• What is a Web Technology</li> <li>• World Wide Web</li> </ul>	<p><b>Web Server and Web Pages</b></p> <ul style="list-style-type: none"> <li>• URL and Domain Names</li> <li>• Internet Service Provider</li> <li>• What is WEB Browsers</li> <li>• Downloading &amp; Uploading</li> </ul>
<p><b>E-MAIL SYSTEM AND ITS WORKING</b></p> <ul style="list-style-type: none"> <li>• E-Mail Registration</li> <li>• Check a Mail</li> <li>• Compose a Mail</li> <li>• Attachments</li> </ul>	
<b>Adobe Photoshop CC</b>	
<b>Introduction to Website and Define types</b>	
<ul style="list-style-type: none"> <li>• Introduction to Photoshop</li> <li>• Define types of Graphics</li> <li>• Colors Modes</li> <li>• Interface &amp; Workspace</li> </ul>	<ul style="list-style-type: none"> <li>• Introducing the Toolbox</li> <li>• Working with Layers</li> <li>• Using Palettes</li> <li>• Using the Marquee Tools &amp; its Option</li> <li>• Specifying Colour &amp; Adjustment</li> </ul>
<ul style="list-style-type: none"> <li>• Exploring the Lasso Tools</li> <li>• Creating Selections Using the Magic Wand</li> <li>• Transforming a Selection</li> <li>• Copying Pasting and Moving a Selection</li> </ul>	<ul style="list-style-type: none"> <li>• Strategy for retouching</li> <li>• Resolution and image size</li> <li>• Straightening and cropping the image in Photoshop</li> <li>• Using content-aware fill</li> </ul>
<ul style="list-style-type: none"> <li>• Showing Off New Features</li> <li>• Image Manipulation Layers Blending</li> <li>• Layers Mode, Fill, Opacity</li> <li>• Copy and Duplicate Layer</li> </ul>	<ul style="list-style-type: none"> <li>• Image Editing Tools and its Practice</li> <li>• Spot Healing, Healing, Patch</li> <li>• Clone Stamp, Red eye</li> <li>• Repairing areas with the Clone Stamp tool</li> </ul>
<ul style="list-style-type: none"> <li>• Adjusting the colour and tone</li> <li>• Brightness Contrasts</li> <li>• Hue saturation, Level</li> <li>• Define Different Colour Modes</li> <li>• Colour Replacement</li> </ul>	<ul style="list-style-type: none"> <li>• Image Adjustment</li> <li>• Sharpening the image</li> <li>• Smudge, Dodge, Burn</li> <li>• Applying a content-aware patch</li> </ul>
<ul style="list-style-type: none"> <li>• Manipulating an image with Puppet Warp</li> <li>• Pen Tools &amp; its different types</li> <li>• Shape Tool</li> </ul>	<ul style="list-style-type: none"> <li>• Concepts of Logo Designing</li> <li>• Types of Logo</li> <li>• Conception of Logo</li> </ul>

<ul style="list-style-type: none"> <li>• Concepts of Logo Designing</li> <li>• Types of Logo</li> <li>• Conception of Logo</li> </ul>	<ul style="list-style-type: none"> <li>• Colours Selection Scheme</li> <li>• Design Web Template for “ Tracing, Merging, and Creation</li> </ul>
<b>HTML 5</b>	
<ul style="list-style-type: none"> <li>• What is a Web Browser?</li> <li>• Why we use HTML 5</li> <li>• What are Versions of HTML 5?</li> <li>• What can You Do with HTML 5?</li> <li>• Writing Code with a Text Editor</li> </ul>	<ul style="list-style-type: none"> <li>• HTML 5 New Elements</li> <li>• Page Laying with HTML5</li> <li>• New tag ( Article, Section, Header,</li> <li>• Nav, Footer, Figure, Figcaption</li> <li>• HTML 5 Audio Video</li> <li>• Create Table and DIV Based Template Conversion</li> </ul>
<b>Adobe Dreamweaver CC</b>	
<ul style="list-style-type: none"> <li>• Introducing Dreamweaver</li> <li>• A Quick Tour</li> <li>• Setting Up Your Workspace</li> <li>• Working with panels</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding Local and Remote Sites</li> <li>• Creating the Local Site</li> <li>• Defining the Remote Site</li> <li>• Editing Site Definitions</li> <li>• Working with the Files Panel</li> </ul>
<ul style="list-style-type: none"> <li>• Creating a New Page</li> <li>• Titling Your Page</li> <li>• Adding Text to Your Page</li> <li>• Creating Links, Adding Images</li> <li>• Naming and Saving Your Page</li> <li>• Opening a Page</li> <li>• Previewing in a Browser</li> </ul>	
<b>Introduction to CSS 2.0 &amp; 3.0</b>	
<ul style="list-style-type: none"> <li>• Introduction to CSS 2.0 &amp; 3.0</li> <li>• CSS types</li> <li>• Class and Id</li> <li>• Difference between class and id</li> <li>• Methods for applying CSS to your Web page</li> <li>• Difference between table base and div base conversion</li> </ul>	<ul style="list-style-type: none"> <li>• Creating a Style Rule for a Tag</li> <li>• Dreamweaver CSS Categories</li> <li>• Creating a Custom Class</li> <li>• Creating Advanced Selectors</li> <li>• Working with the CSS Styles Panel</li> <li>• Applying Styles</li> </ul>
<ul style="list-style-type: none"> <li>• Working with DIV</li> <li>• Creating a div</li> <li>• Creating Nested div</li> <li>• Applying id and class in div</li> <li>• Formatting div</li> </ul>	<ul style="list-style-type: none"> <li>• Page layout</li> <li>• Positioning Page Content</li> <li>• CSS Layout Basics</li> <li>• Using the Included Layouts</li> <li>• Laying Out Your Page</li> <li>• Using the Visual Aids</li> </ul>
<ul style="list-style-type: none"> <li>• Templates</li> <li>• Creating a template</li> <li>• Using pre-set layouts</li> <li>• Adding editable regions</li> <li>• Applying a template to a page</li> <li>• Updating templates</li> </ul>	<ul style="list-style-type: none"> <li>• Working with Position</li> <li>• Transition and Animation</li> <li>• New Form elements</li> <li>• Create navigation bar</li> <li>• Create Dynamic type Boxes</li> </ul>

<ul style="list-style-type: none"> <li>• Using Forms and Fields</li> <li>• Adding a Form to a Page</li> <li>• Adding Text Fields, Adding a Text Area, Adding Check Boxes, Adding a Fieldset, Adding a Radio Button Group, Adding a List/Menu, Adding a Button</li> </ul>	<ul style="list-style-type: none"> <li>• Using Forms and Fields</li> <li>• Adding a Form to a Page</li> <li>• Adding Text Fields, Adding a Text Area, Adding Check Boxes, Adding a Fieldset, Adding a Radio Button Group, Adding a List/Menu, Adding a Button</li> </ul>
<b>Embed Jquery</b>	
<ul style="list-style-type: none"> <li>• Navigation</li> <li>• Slider</li> <li>• Carousel &amp; Image Gallery</li> </ul>	
<b>Hardware &amp; Software Installation</b>	
<ul style="list-style-type: none"> <li>• Concepts of Hardware &amp; Peripherals</li> <li>• Install and configure Operating System</li> <li>• Error Handling</li> <li>• Detect and Protect from virus</li> </ul>	<b>Project</b> (CD & Hardcopy)

