

**THE FUTURE TRACK**

**COMPUTER EDUCATION**

# ADCA Computer Course



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[WWW.THEFUTURETRACK.COM](http://WWW.THEFUTURETRACK.COM)

# Ms word 2021

## 1. File Tab

- New
- Open
- Save
- Save As
- Print
- Share
- Export
- Close
- Account
- Options
- Exit

## 2. Home Tab

- Clipboard (Cut, Copy, Paste)
- Font (Font style, Size, Color)
- Paragraph (Alignment, Bullets, Numbering)
- Styles (Formatting presets)
- Editing (Find, Replace)

## 3. Insert Tab

- Pages (Page Break, Cover Page)
- Tables (Insert Table)
- Illustrations (Pictures, Shapes)
- Add-ins (Add-on features)
- Links (Hyperlinks)
- Header & Footer
- Text (Text Box, WordArt)
- Symbol

## 4. Design Tab

- Document Formatting (Themes, Colors, Fonts)
- Page Background (Watermark, Page Color)
- Paragraph Spacing

# Ms word 2021

## 5. Layout Tab

- Page Setup (Margins, Orientation, Size)
- Paragraph (Indentation, Line Spacing)
- Arrange (Wrap Text, Position)

## 6. References Tab

- Table of Contents
- Footnotes
- Citations & Bibliography
- Captions
- Index
- Table of Authorities

## 7. Mailings Tab

- Create (Start Mail Merge, Select Recipients)
- Write & Insert Fields
- Preview Results
- Finish

## 8. Review Tab

- Proofing (Spelling, Grammar)
- Comments
- Tracking (Track Changes, Compare)
- Changes (Accept, Reject)
- Protect

## 9. View Tab

- Document Views (Print Layout, Read Mode, Web Layout)
- Show (Gridlines, Ruler)
- Zoom
- Window (Switch Windows, Split)
- Macros

## Ms word tools for Ai List

Copilot

Paxo

Knowlery

Grammarly

Chatgpt

[www.researcher-app.com](http://www.researcher-app.com)

# Ms Excel 2021

1. Bill Voucher
2. IF Formulas (with an example of "Age on Vote & Marksheet")
3. Home Tab
4. Pivot Table, Slicer, and Timeline
5. Sparkline
6. Charts
7. Insert Tab
8. Page Layout
9. Formulas and EMI
10. Advanced Filter
11. Data Validation
12. Consolidate
13. Goal Seek
14. Subtotal
15. Data Tab
16. Review
17. View
18. VLOOKUP and HLOOKUP
19. Profit and Loss
20. Data Entry
21. Salary Report & Income Tax



# PowerPoint 2021

## Certainly! Here's a topic-wise list for a course on Microsoft PowerPoint 2021 with AI integration:

Introduction to PowerPoint 2021  
Overview of PowerPoint 2021 features  
Navigating the user interface  
AI Features in PowerPoint  
Using Copilot for creating presentations  
AI-driven design suggestions  
Smart Lookup and Researcher tools  
Creating Presentations with AI  
Starting a new presentation with Copilot  
Adding slides and content with AI assistance  
Utilizing AI for custom slide designs  
Data Analysis and Reporting  
Integrating Excel charts and data with PowerPoint  
Using AI to interpret data and create infographics  
Enhancing Presentations with Multimedia  
Inserting and editing images with AI  
Adding videos and animations  
AI-powered captioning and transcription  
Collaboration Tools  
Real-time co-authoring

# PowerPoint 2021

AI suggestions for collaborative editing

Delivering Effective Presentations

Rehearse with Coach feature

Audience engagement tools

Live translation and subtitles

Advanced AI Tools

Custom AI models for business analytics

Building interactive content with AI

PowerPoint and Microsoft 365 Integration

Utilizing AI across Microsoft 365 apps

PowerPoint on the web with AI capabilities

Ethics and Privacy

Understanding AI ethics in presentation design



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# Google Workspace/suite

## Introduction to Google Workspace/suite

Overview of google

Overview of Google Workspace

Benefits and advantages

## Gmail

Setting up a Gmail account

Composing and sending emails

Managing emails (labels, filters, archiving)

Advanced Gmail settings

## Google Calendar

Creating and managing events

Sharing calendars and event invitations

Setting reminders and notifications

Integrating with other Google Workspace app

## Google Drive

Uploading, organizing, and managing files

Sharing files and folders

Collaborating on documents, spreadsheets, and presentations

Using Google Drive for file storage and backup

## Google Docs

Creating and formatting documents

Collaborating on documents in real-time

Adding images, links, and comments

Using templates and add-ons

## Google Sheets

Creating and formatting spreadsheets

Working with formulas and functions

Data visualization (charts, graphs)

Collaboration and sharing options

# Google Workspace/suite

## Google Slides

Creating and formatting presentations  
Adding and formatting slides  
Inserting images, videos, and animations  
Collaboration features

## Google Forms

Creating and designing forms  
Adding questions (multiple choice, short answer, etc.)  
Setting up form responses (viewing, analyzing, exporting)  
Using forms for surveys, quizzes, and feedback

## Google Meet

Scheduling and joining meetings  
Managing meeting settings (audio, video, screen sharing)  
Using Google Meet for remote collaboration and communication

## Google Chat

Sending messages to individuals and groups  
Sharing files and links  
Using chat for real-time communication within Google Workspace

## Google Sites

Creating and designing websites  
Adding content (text, images, videos)  
Customizing site layout and theme  
Publishing and sharing websites

## Google Keep

Creating and organizing notes  
Setting reminders and notifications  
Using labels and colors to categorize notes  
Integrating with other Google Workspace apps

# Google Workspace/suite

## Google Tasks

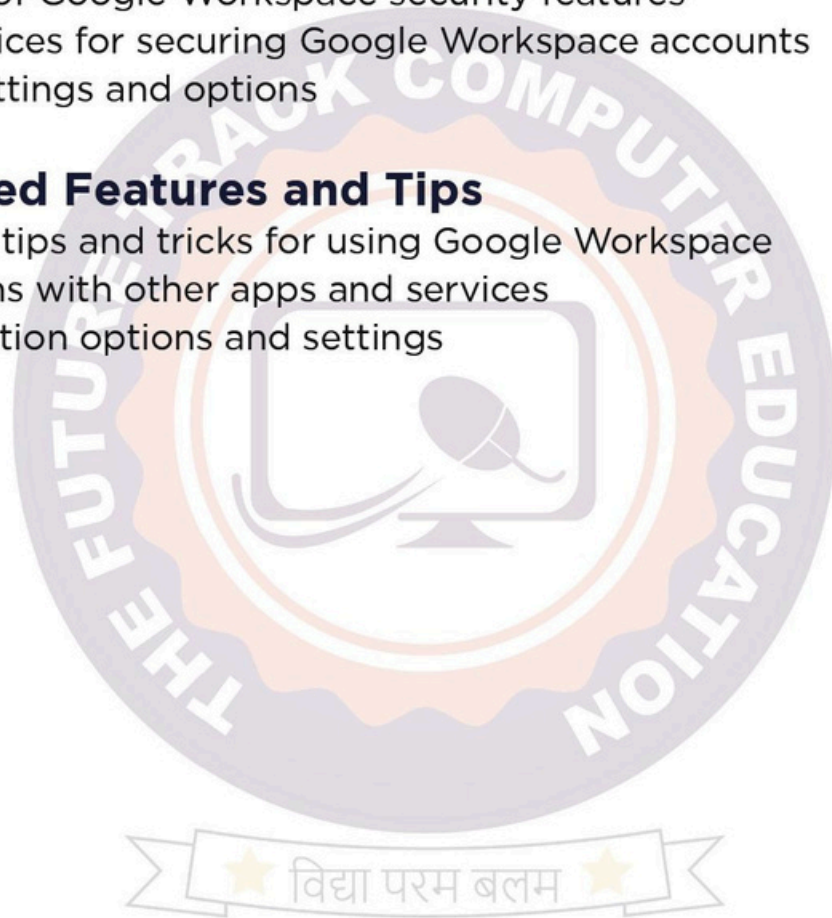
Creating and organizing tasks  
Setting due dates and priorities  
Managing task lists  
Integrating with Google Calendar and Gmail

## Security and Privacy

Overview of Google Workspace security features  
Best practices for securing Google Workspace accounts  
Privacy settings and options

## Advanced Features and Tips

Advanced tips and tricks for using Google Workspace  
Integrations with other apps and services  
Customization options and settings



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