

THE FUTURE TRACK

COMPUTER EDUCATION



OMPS

Computer

Course

Windows 10
Office 2016



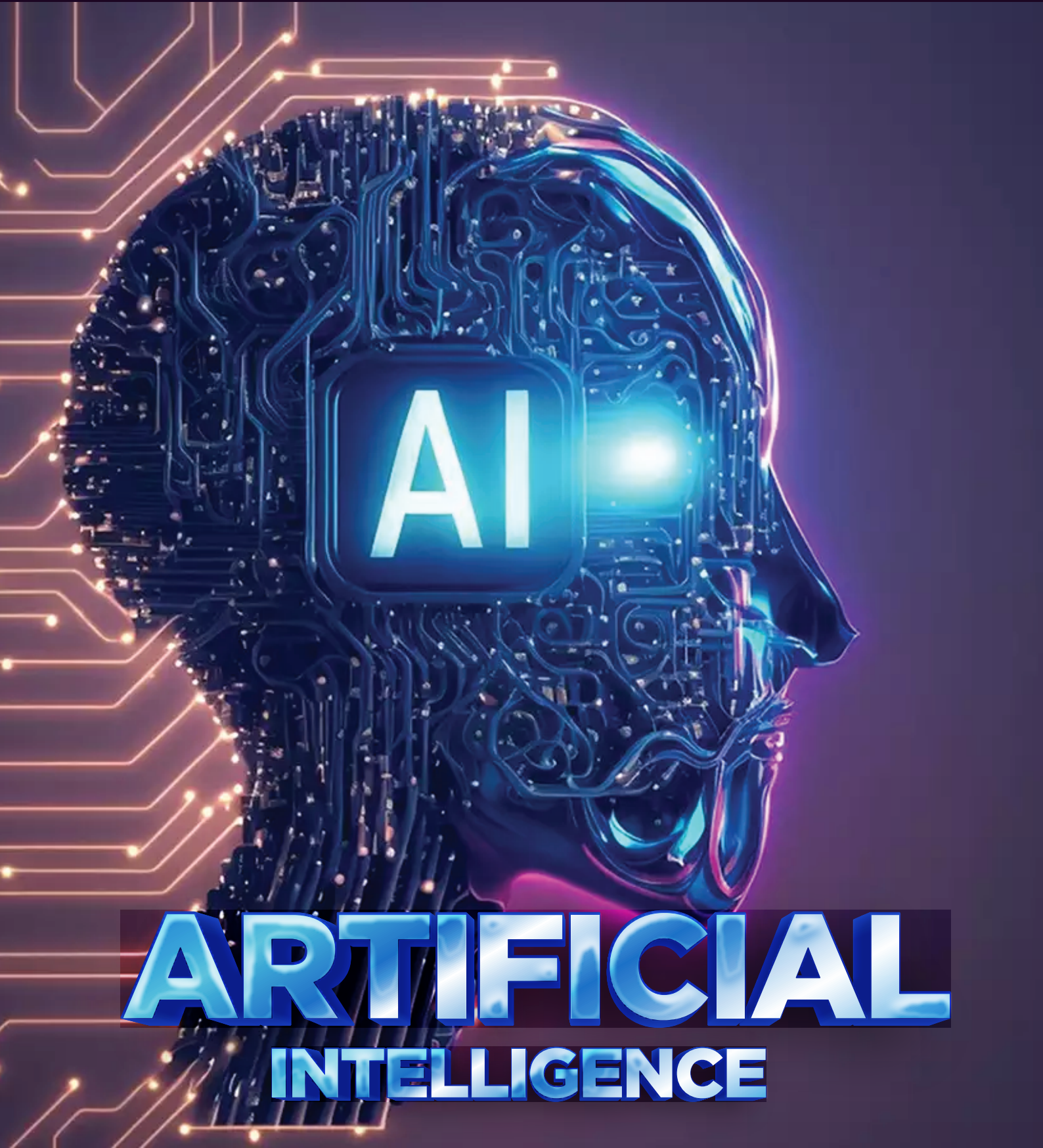
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ARTIFICIAL INTELLIGENCE

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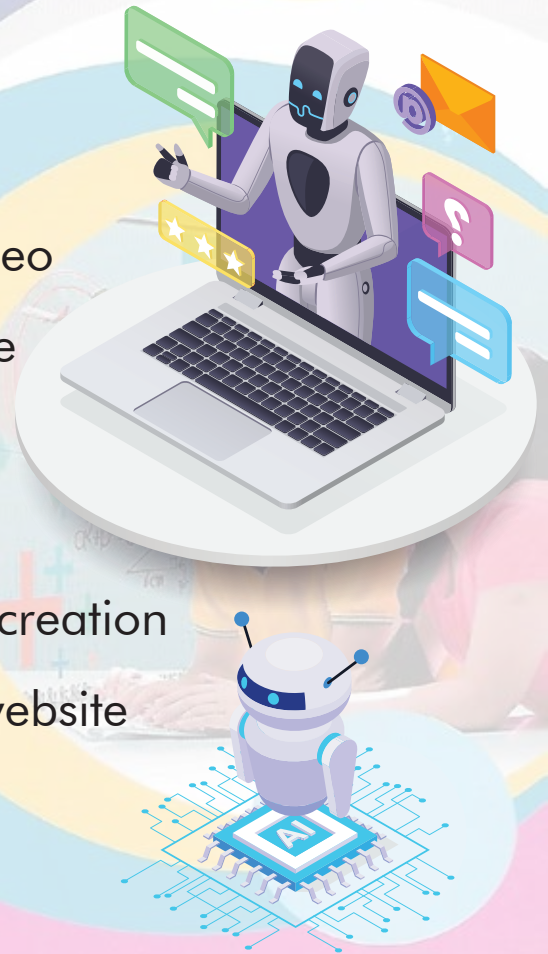
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Course Content

- Class 1** Intro of AI
- Class 2** How to ChatGPT with Prompt engineering
- Class 3** Google Bard with Google AI suite/ Custom Writing Prompts
- Class 4** How to create text content/AI Content Editing
- Class 5** How to create image/banner/ Photo Manipulation
- Class 6** How to create Video BY AI
- Class 7** How to without facevideo
- Class 8** How to create animation video
- Class 9** How to create 3d animation video
- Class 10** How to create work in youtube
- Class 11** How to create audio by AI
- Class 12** How to create music by AI
- Class 13** How to create website & App creation
- Class 15** How to create e- commerce website
- Class 16** How to import other webiste
- Class 17** Other AI toolsAI Artists



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AI Music Videos



Voice Synthesis & AI



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Generative AI Lessons



AI Video Art



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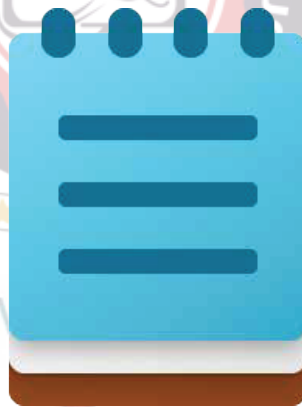
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DCA



Basic computer
Number system



Notepad



Word pad



Paint



Ms word
(2013 To 2019)



Ms Excel
(2013 To 2019)



Ms power point
(2013 To 2019)



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HTML



Internet

ADCA



Basic computer
Number system



Notepad



Word pad



Paint



Ms word
(2013 To 2019)



Ms Excel
(2013 To 2019)

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Ms power point
(2013 To 2019)



Dos



HTML



Internet



Google Forms



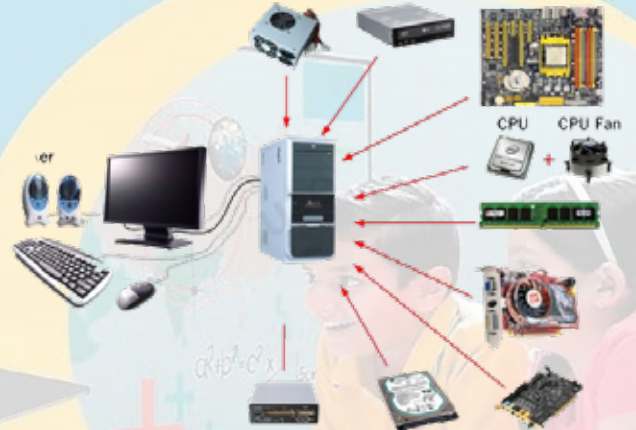
Google Slides



Google Docs



Google Sheets



Information of
computer Parts



Data entry

Full form

Full form

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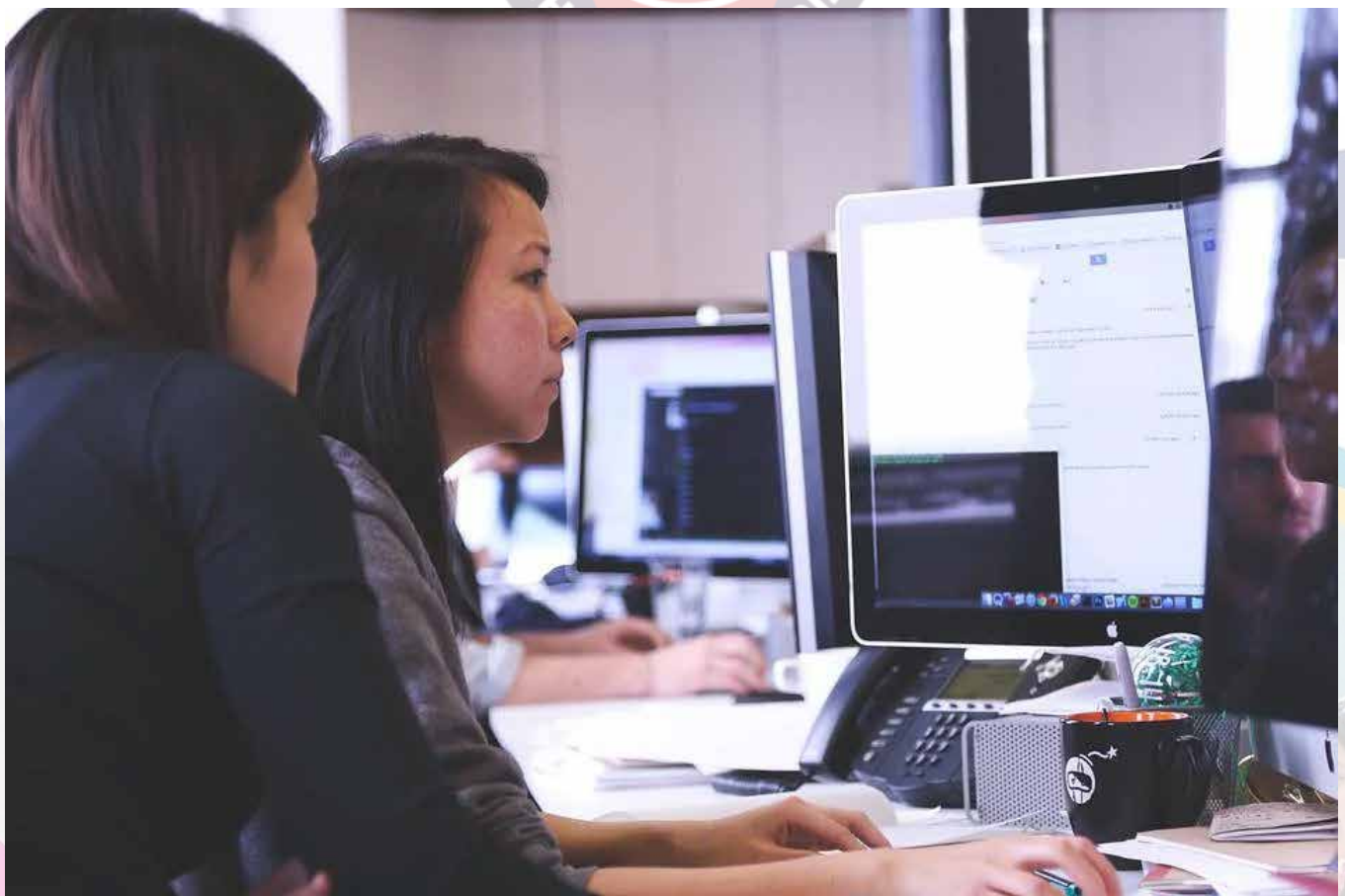
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Shortcut Key
in Computer
A to Z

www.abc4you.in

Shortcut key



Project 1500



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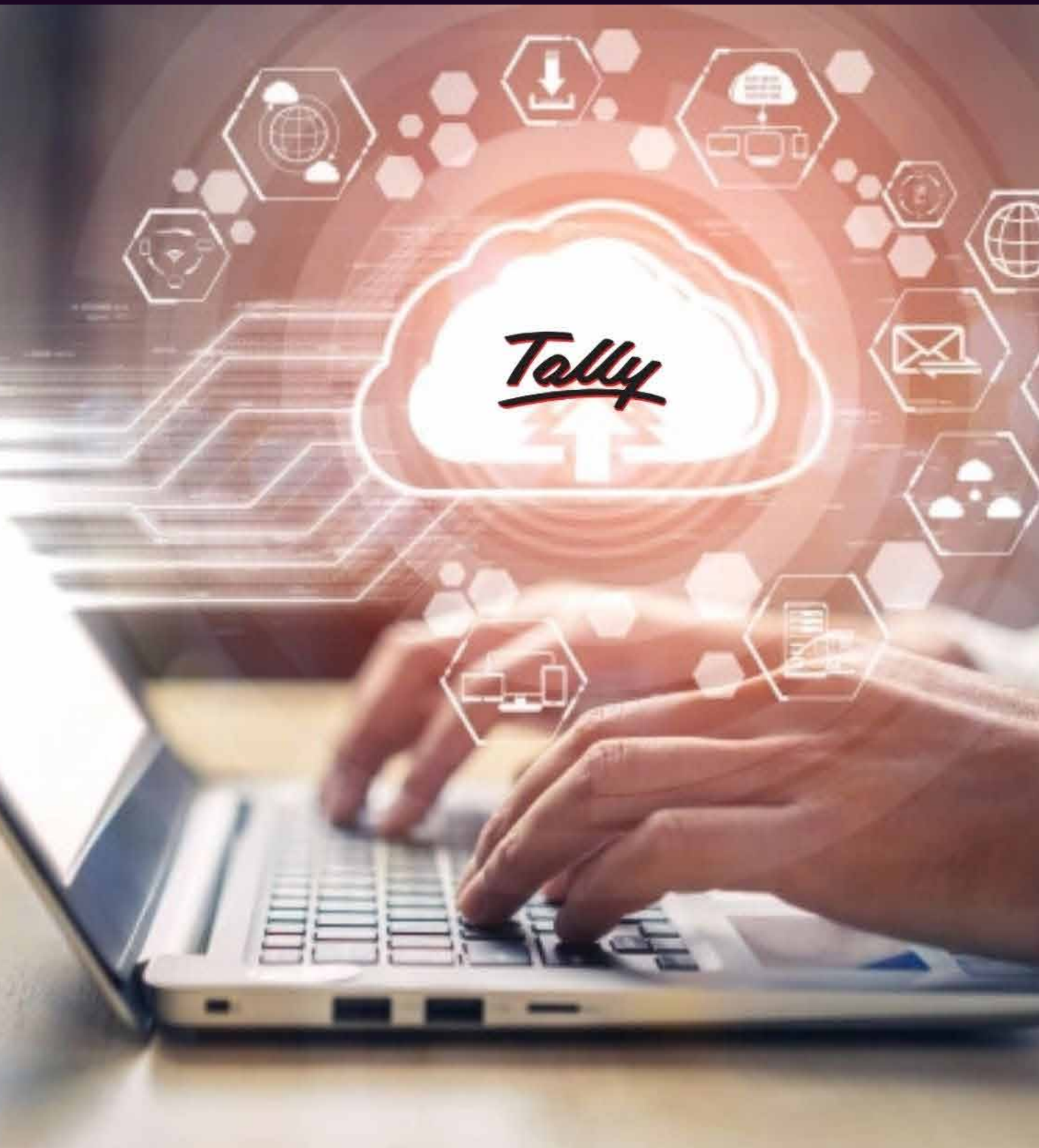
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TALLY PRIME 4.0

1. Introduction of tally
2. What is account
3. Types of account
4. Golden rule
5. Journal entry
6. Ledger For (account)
7. Trial balance
8. Profit and loss (account)
9. Balance sheet (account)
10. Company creation
11. Delete company
12. Change company name
13. Company password
14. Company security
15. Introduction of under group
16. Ledger creation
17. Profit and loss (In tally
18. Balance sheet (in tally)
19. Function key (f1 to f12)
20. Adjustment (depreciation , prepaid ,
outstanding, discount , bad debts, reserve
bad debts)



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21. Voucher entry

22. Inventory

1. Purchase stock / sale stock (stock ,
item, stock group, stock category , unit ,
location)

2. Zero value , actual and bill, discount)

Advance accounting

1. Bills of material

2. Cost category/ cost center/

3. job costing

4. Multi currency

5. BRS

6. Banking

7. Interest calculation

8. Bill voucher

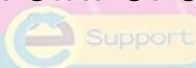
9. Purchase order)

10. Sale order

11. Expiry date

12. Multi price level/ price list

13. Point of sale



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Taxation

Introduction of GST

CGST

SGST

IGST

UTGST

Cess

bill voucher with GST

returns file for GST

adjustment of gst

Project with GST

VAT

CST

TDS

TCS

Payroll Accounting and compliance

Configuration payroll in tally prime

Create payroll master

Process payroll master

Processing payroll in tally prime

PF

ESI

Professional tax

Generating payroll reports

Pay slip

Configuration of tally prime

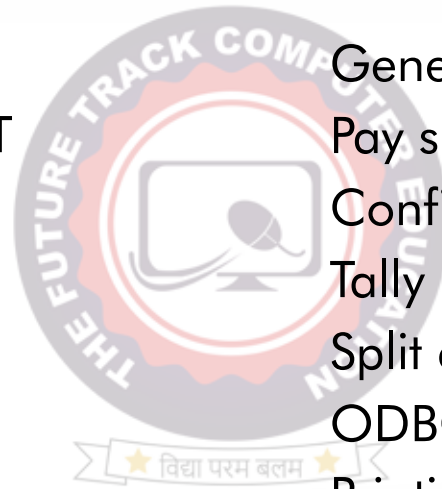
Tally backup and restore

Split company

ODBC

Printing and reports

Install tally prime



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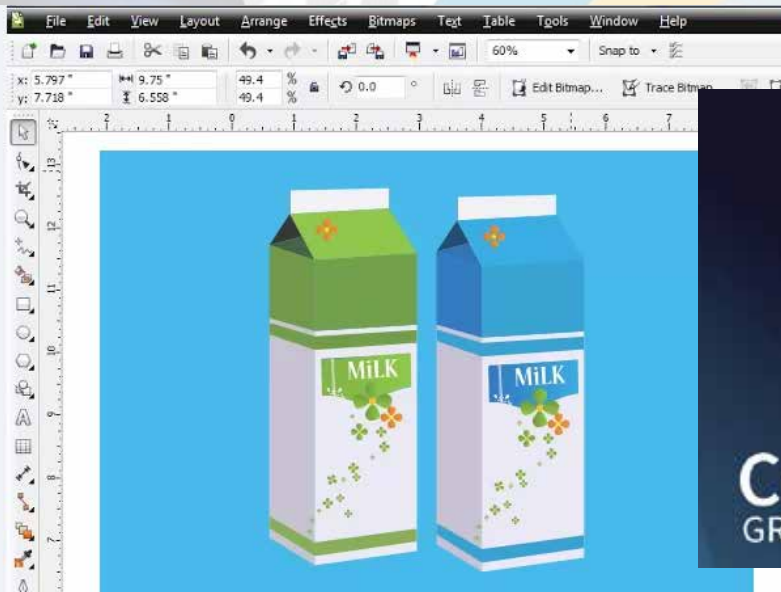
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DTP



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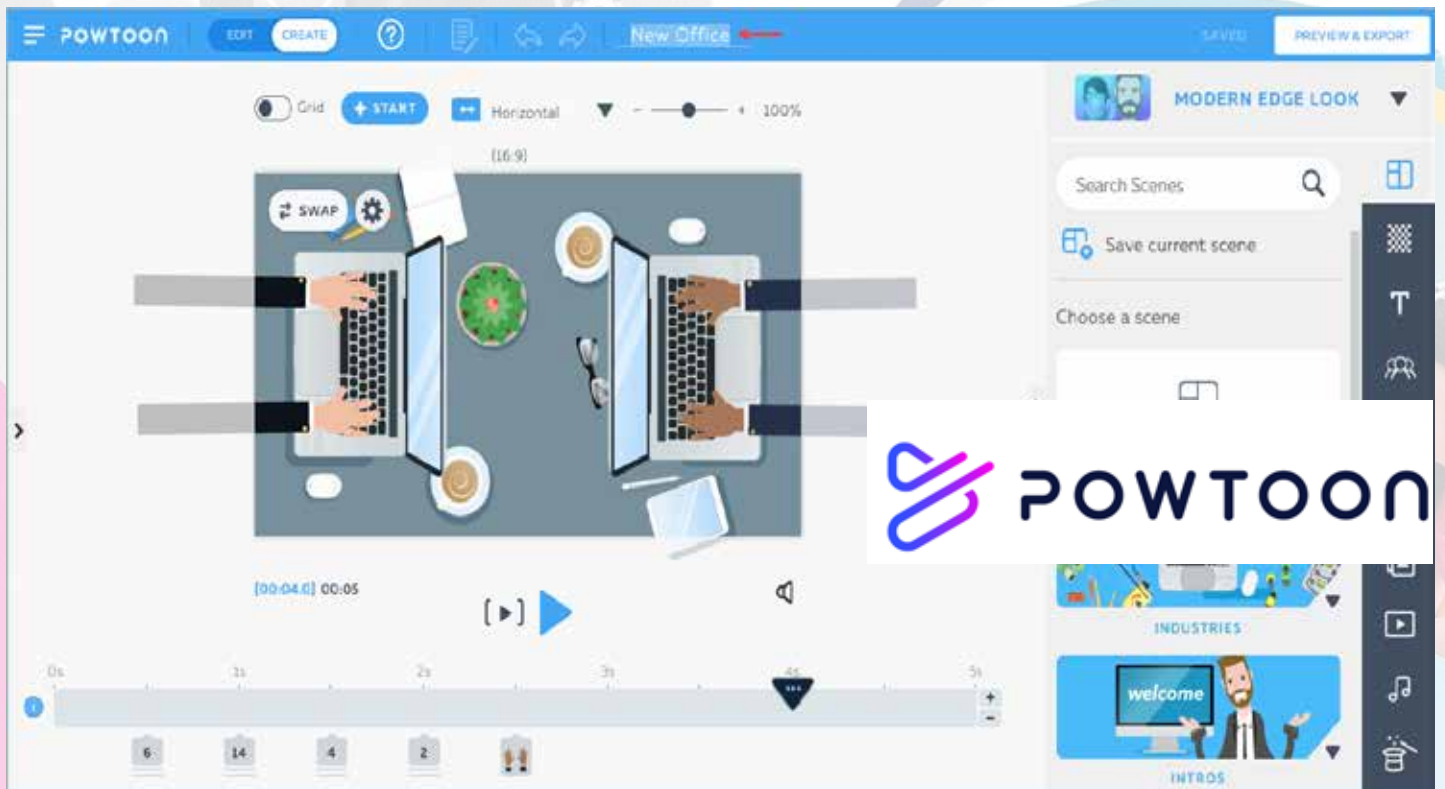
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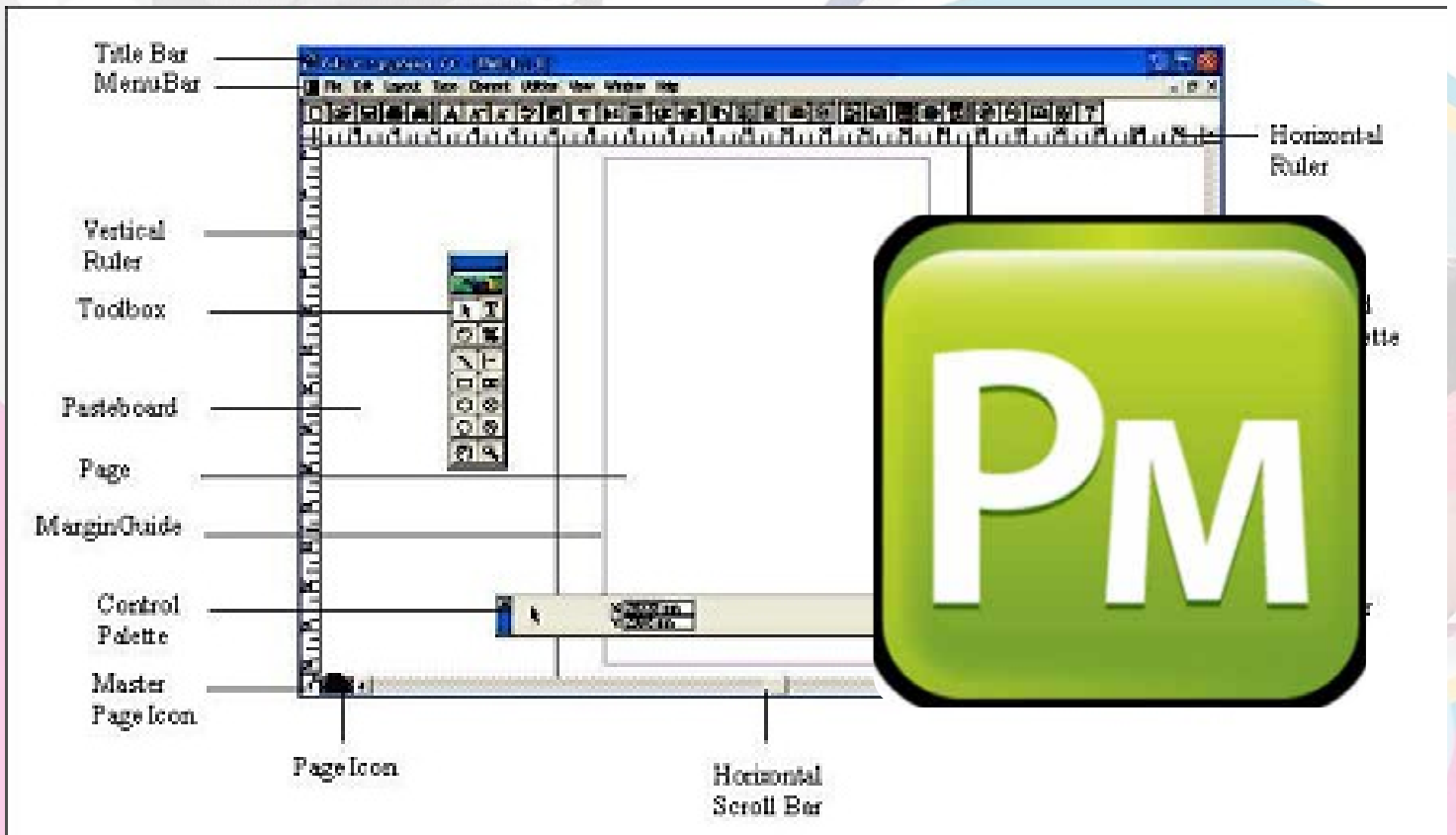
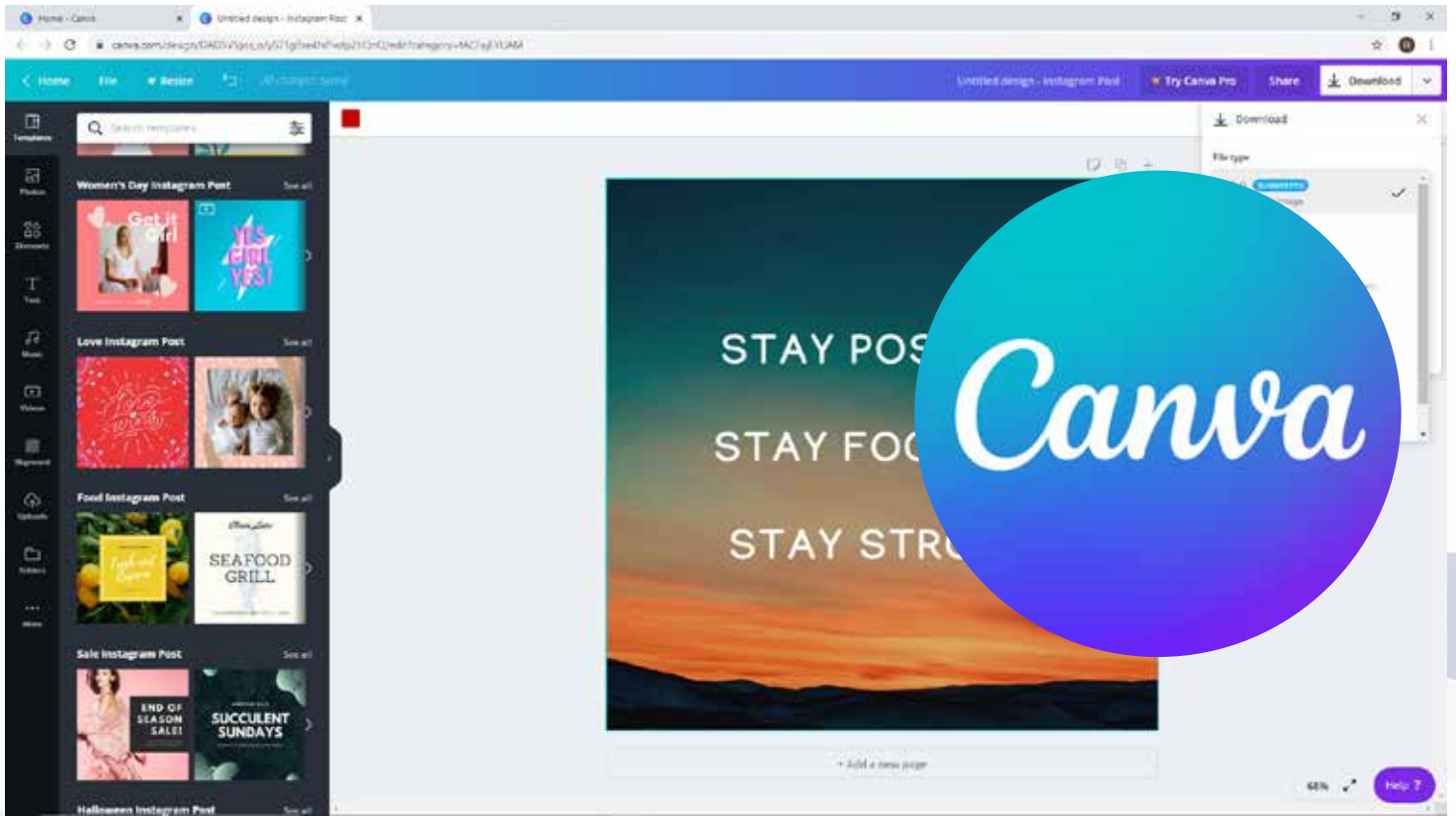
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NETWORKING



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Introduction of networking

LAN, WAN, CAN, PAN, SAN, VAN, HAN, MAN, VPN, EPN

OSI model

TCP / IP model

Router

Switches

Modems

Hub

Wireless technology

PING

Dial up, broadband, bandwidth, lease line

Types of server

Files server

Email server

Proxy server

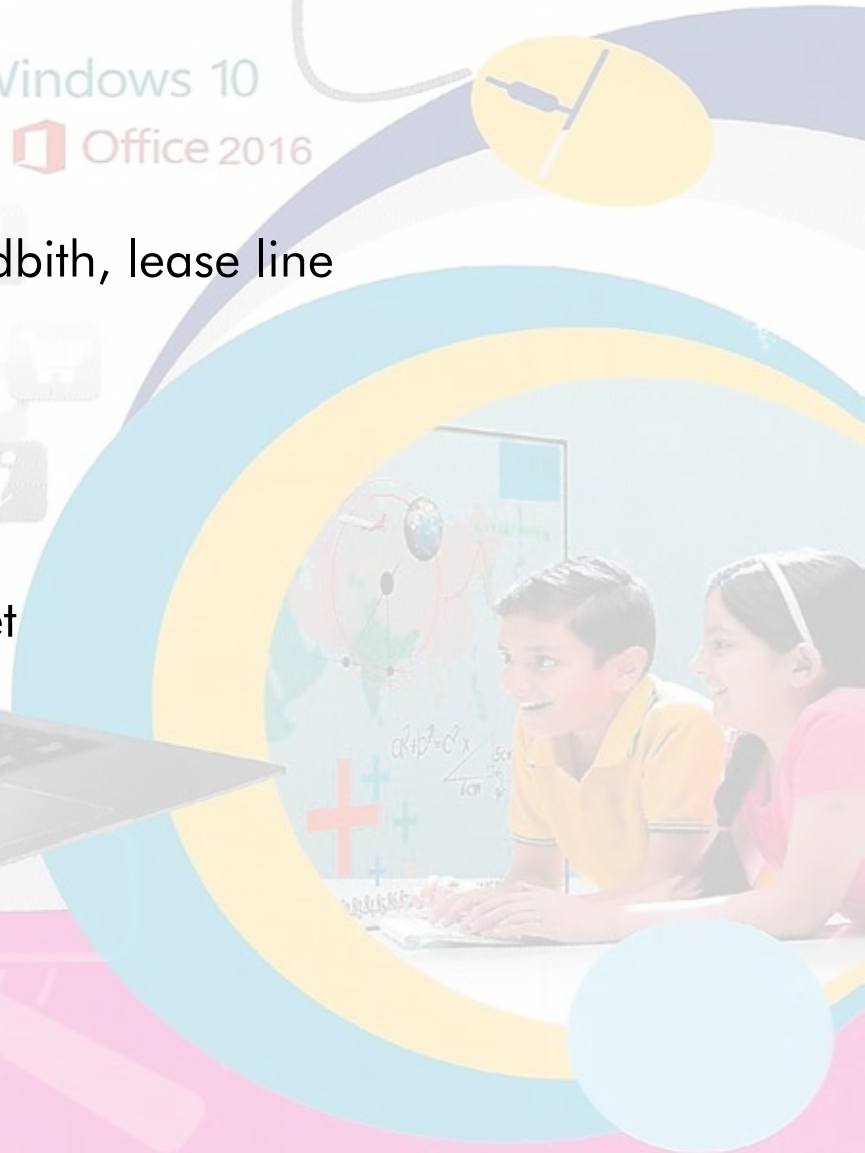
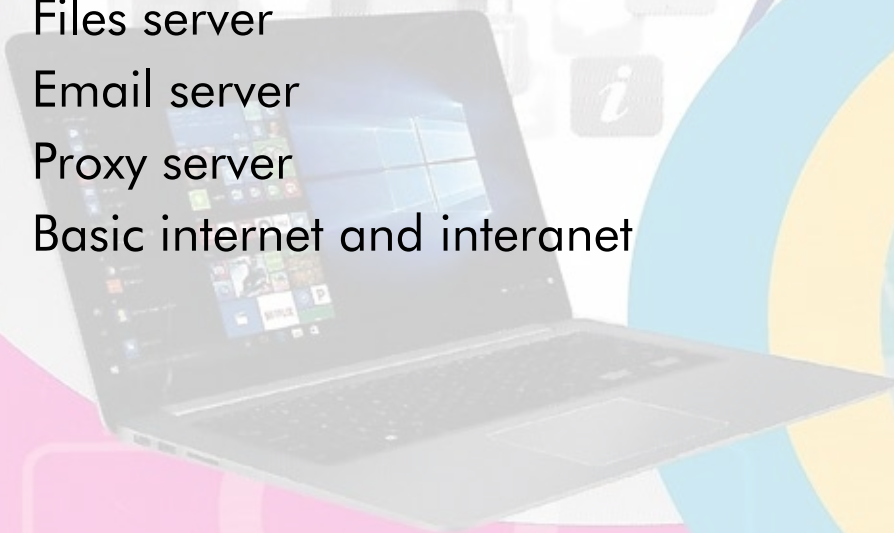
Basic internet and intranet



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Home page designing tricks for website.

How to create Multiple Pages?

How to design professional websites?

Website design for gym, Dentist, Yoga, Real estate, repair service etc.

How to embed any code in website?

How to update Facebook pixel in your website?

How to increase website speed?

INTRODUCTION

Domain and Hosting?

Free Domain and Hosting.

What is SSL?

What is Word Press?

How to design Logo?

How to setup Blog?

How to use slider?

How to design form ?

Some important Extensions for website.

How to design Landing Page?

Mobile responsive Websites.

How to create subdomains ?

How to add call and chat Button?

Website Customization

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E-Commerce Website design.
E – Commerce website Setup.
How to add products?
How to add Payment Gateway?
How to manage GST in E-commerce.?



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Hybrid APP development

App 24 , thinkable,

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VIDEO EDITING



Wondershare
Filmora

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Filmora

Enroll Now

Get Wondershare Filmora 30-Days Of Free Trial

The Filmora Software Interface Overview

Import Media Files From Computer, Phone Or Camera

How To Import Photos & Videos From Facebook, Instagram & Flickr

Cut And Delete Unwanted Portion Of The Video

How To Add Text Or Tiles In Video

How To Edit Text Or Tiles (Advanced)

Download & Add Custom Font In Video

How to Add Your Own Logo or Watermark To A Video

Add Transitions to Your Video and Create a Smooth Cut

Adding Simple Motion Graphics In Video

How To Reverse Any Video Clip

Speed Up Or Slow Down Any Video

How To Zoom In Or Zoom Out Any Video Clip

How To Flip Or Mirror Any Video

How To Capture Photos From The Video

How To Use Color Grading In Filmora

How To Stabilize Shaky Video Footage

How To Record Computer Screen Easily

How To Add Subtitle In Video

Make Your Videos Look Like A Hollywood Film

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YouTube course
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How To Make Lower Thirds

Use Of Crop Tool And Add Some Cool Effects

Add Special Fire Effect In Video

How To DETACH / REMOVE Audio From Any Video

Add Background Music In Video

Remove Background Noise From Video

How To Record Narration (Voice Over)

How To Fade In & Out Audio

How To Change Video Voice Of Any Video

Convert Video To Audio Mp3

Remove Green Screen Background And Add A New One

Create A Slideshow Video From Sketch

How To Clone Yourself Like A Boss

How To Blur A Moving Face Or Object

How to Make A GIF

How to Make A Cool YouTube Intro

How To Play Multiple Videos In One Screen

Render Your Final Edited Video To Get Output

Conclusion + BONUS



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Syllabus of Microsoft access (DBMS)



- Examine database concepts and explore the Microsoft Office Access environment.
- Design a simple database.
- Build a new database with related tables.
- Manage the data in a table.
- Query a database using different methods.
- Design a form.
- Generate a report.
- Import and export data.

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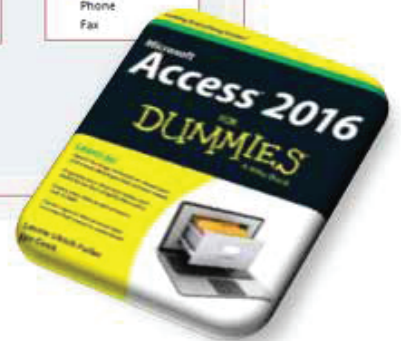
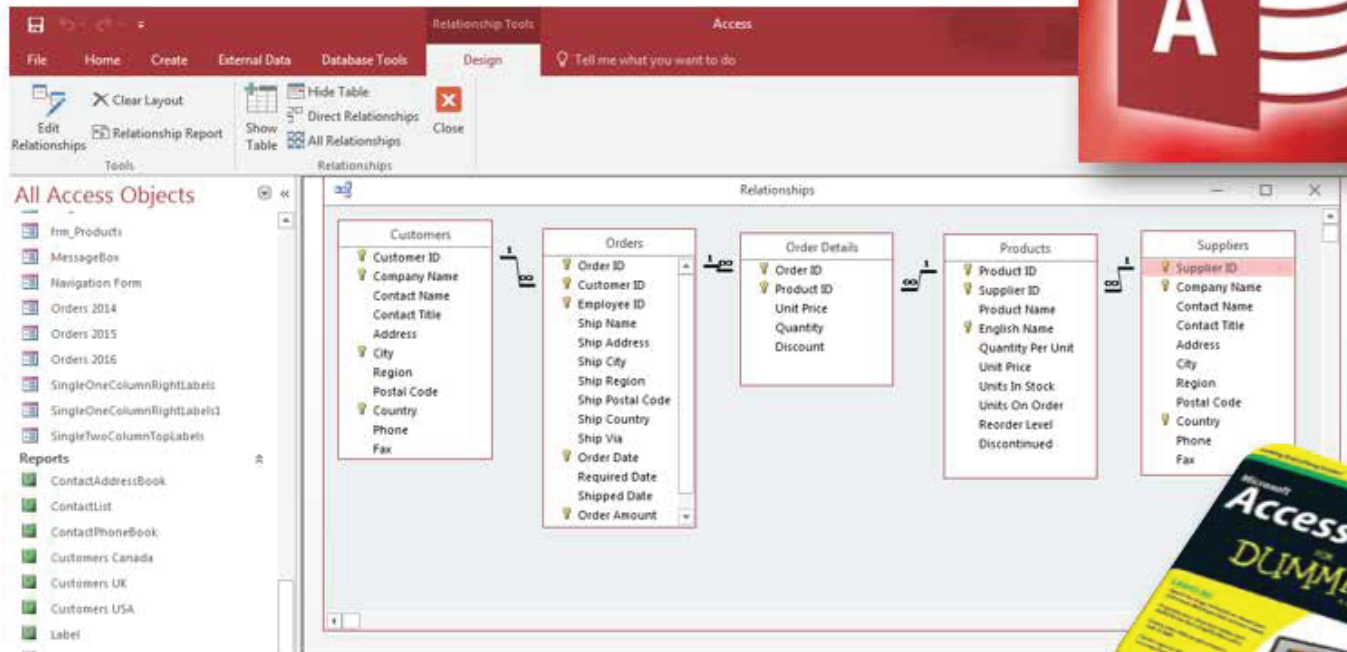
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Outline

- Access Basics
- Design a Database
- Build a Database
- Work with Forms
- Sort, Retrieve, Analyze Data
- Work With Reports
- Access with Other Applications
- Manage an Access Database



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Computer Hardware Course



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1. Introduction of hardware



2. Input device



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3. Output device



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4. CPU back panel



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5. Open cabinet



6. Remove hard disk drive



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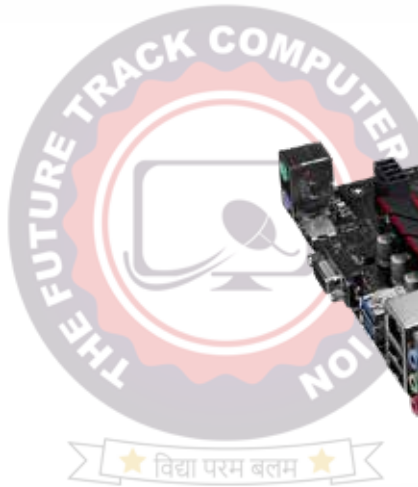
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7. Remove SMPS

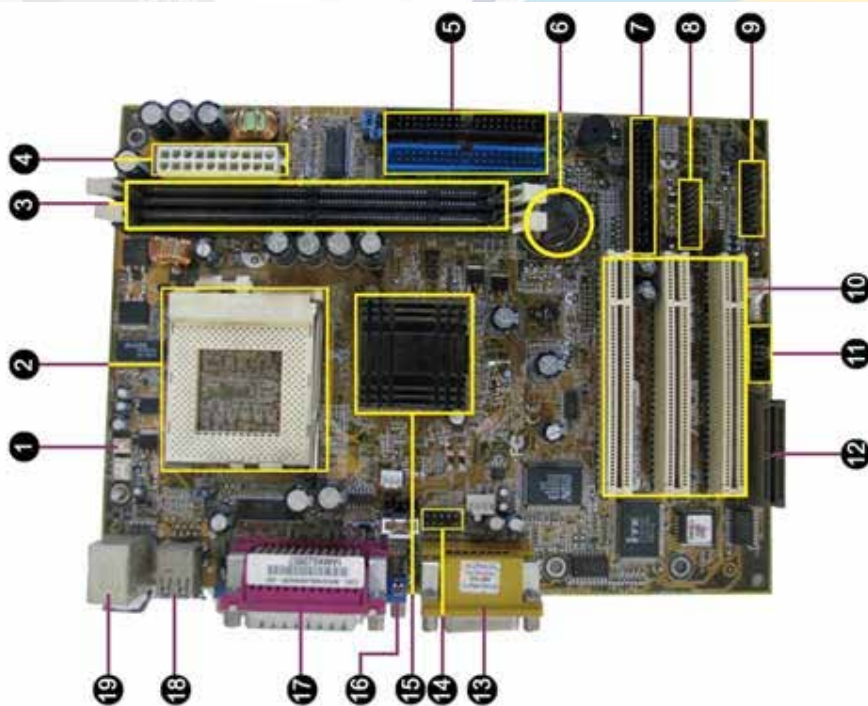


9. Remove motherboard



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10. Parts of motherboard



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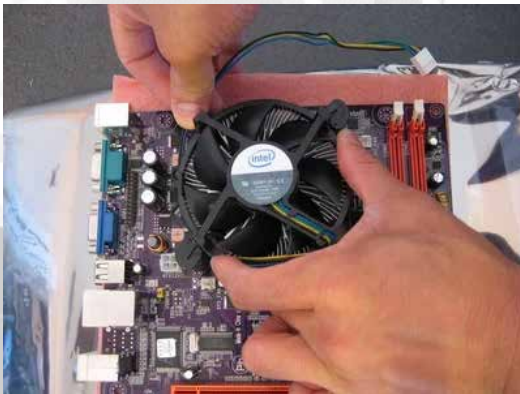
11. Remove CPU FAN



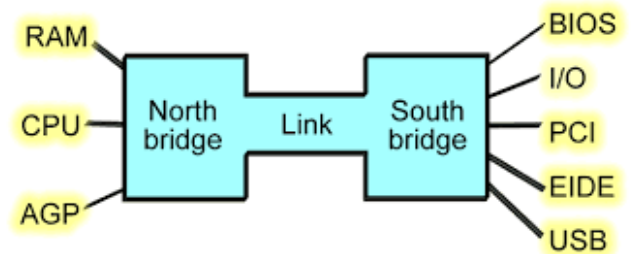
13. Assemble CPU



14. Assemble CPU FAN



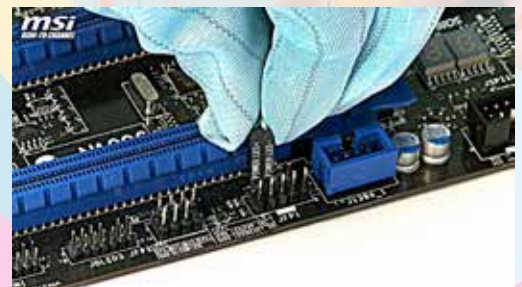
15. Motherboard North bridge and south bridge



16. Hardware assemble – RAM



17. Hardware – front panel connection



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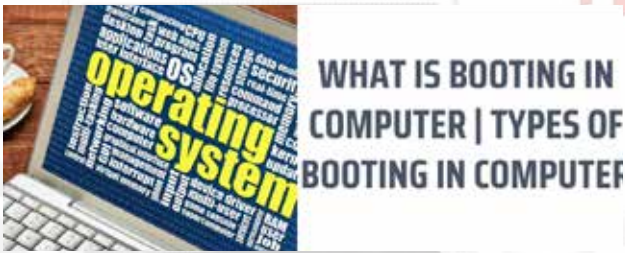
18. Assemble complete pc

19. Make bootable pen drive



20. What is booting on computer

21. BIOS setting



22. How to install windows 7

23. How to install software



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24. How to install driver on computer



25. Display resolution setting



26. Software install and uninstall



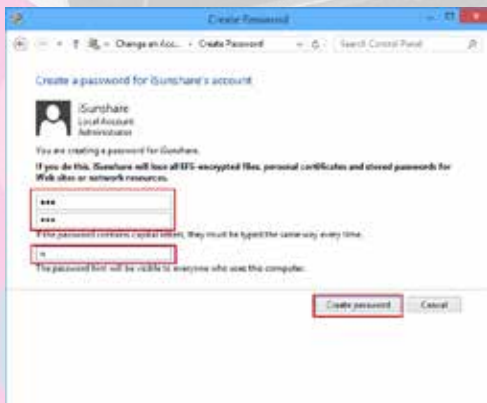
Windows 10



27. Hard disk partition process



28. Create password



29. All keyboard shortcut key



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Data Entry Syllabus



DATA
ENTRY

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1. What is Microsoft Excel



2. How to work in excel and use basic formula

Basic Formulas in Excel

The screenshot shows the Microsoft Excel ribbon with the 'Formulas' tab selected. The ribbon includes 'File', 'Home', 'Insert', 'Page Layout', 'Formulas', 'Data', 'Review', 'View', and 'Developer'. The 'Formulas' tab is highlighted in yellow and contains a 'Function Library' section with icons for 'Financial', 'Logical', 'Text', 'Date & Time', 'Lookup & Reference', 'Math & Trig', and 'More Functions'. A red box highlights the 'Financial', 'Logical', 'Text', 'Date & Time', 'Lookup & Reference', and 'Math & Trig' icons. Below the ribbon, a grid of basic formulas is displayed, each with its name and a simplified syntax example:

<code>=SUM()</code> SUM(number1, [number2], ...)	<code>=MAX()</code> MAX(number1, [number2], ...)	<code>=MIN()</code> MIN(number1, [number2], ...)	<code>=NOW()</code> NOW()	
<code>=AVERAGE()</code> AVERAGE(number1, [number2], ...)	<code>=COUNT()</code> COUNT(value1, [value2], ...)	<code>=COUNTA()</code> COUNTA(value1, [value2], ...)	<code>=LEN()</code> LEN(text)	
<code>=ABS()</code> ABS(number)	<code>=RAND()</code> RAND()	<code>=RANDBETWEEN()</code> RANDBETWEEN(bottom, top)	<code>=UPPER()</code> UPPER(text)	<code>=LOWER()</code> LOWER(text)
	<code>=PROPER()</code> PROPER(text)			

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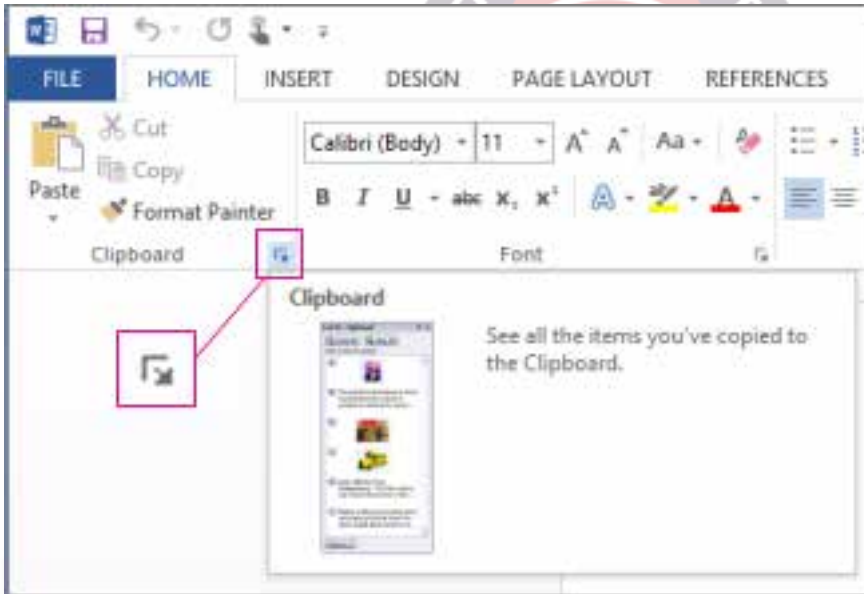
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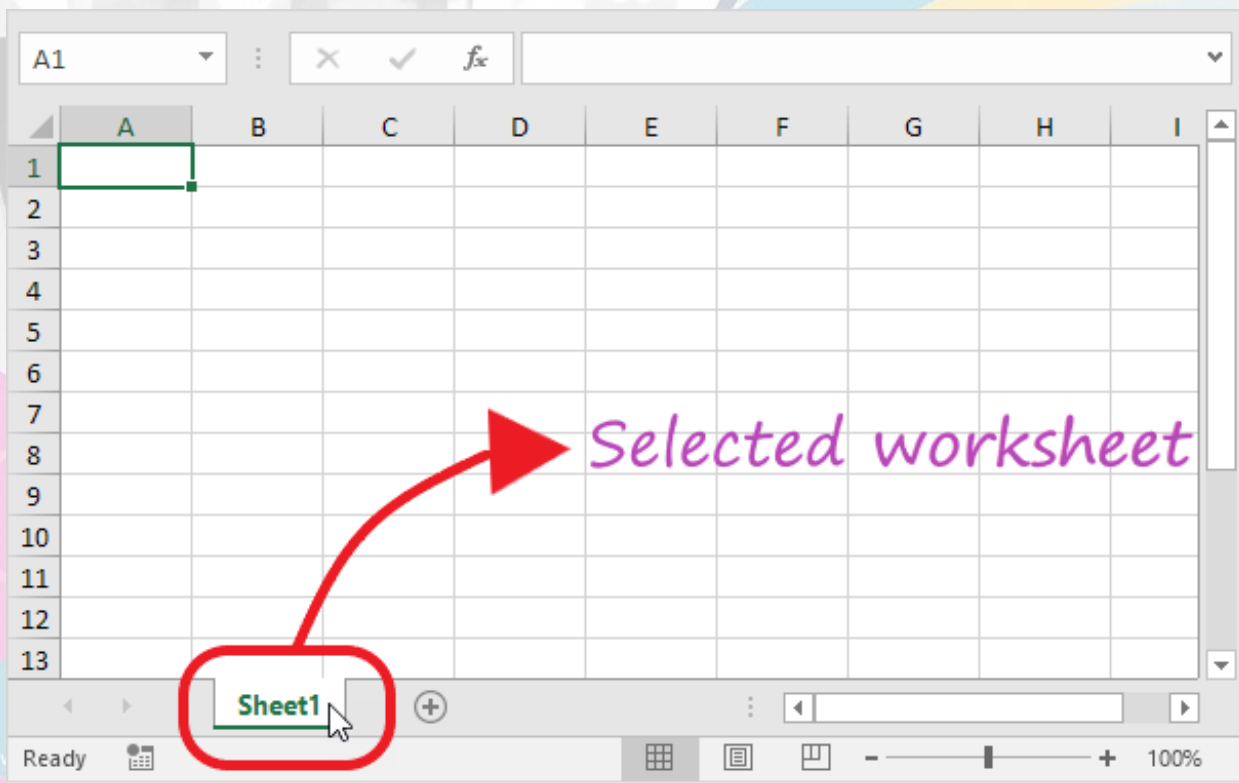
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3. Use clipboard like pro



4. Organize flow column and worksheet



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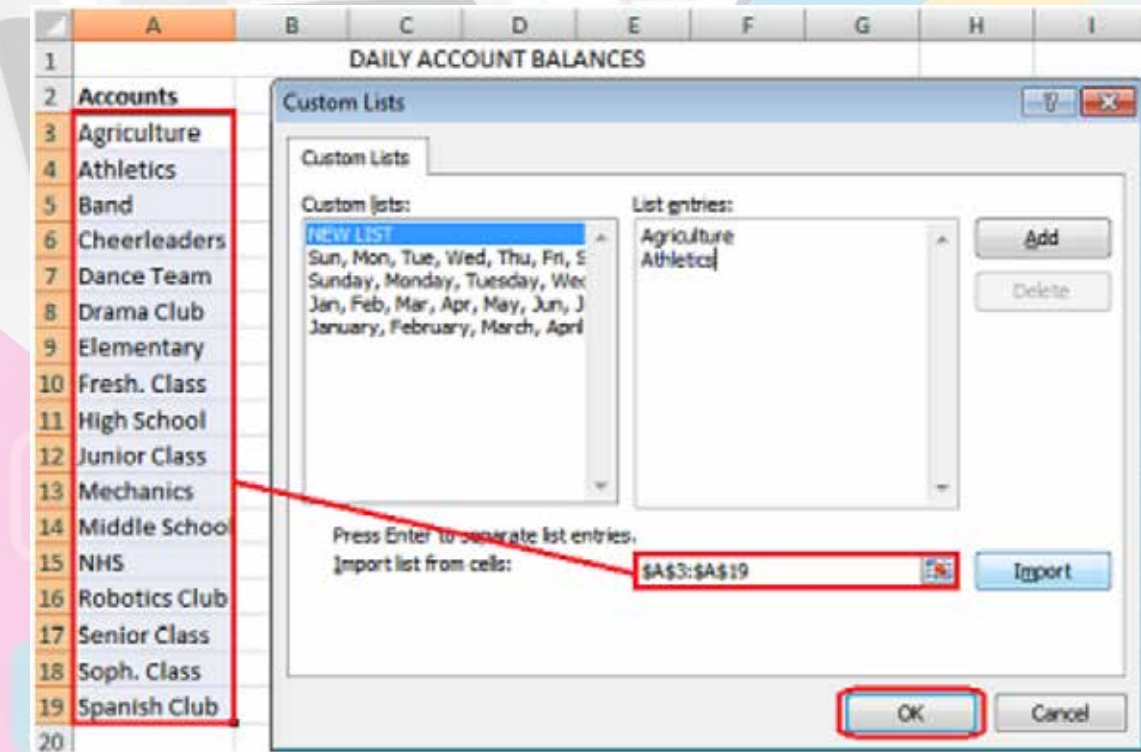
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5. Data entry like pro



6. Create your own custom list



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7. How to create a backup excel file



8. How to use sum formula

H5 fx =SUM(B5:F5)

	A	B	C	D	E	F	G	H	I	J	K	
1												
2		SUM function										
3												
4		Value 1	Value 2	Value 3	Value 4	Value 5		Result				
5		1	2	3	4	5		15				
6		1.5	3.25	4.1	2.8	3		14.65				
7		50	71	50	76	37		284				
8		17	1	16	49	83		166				
9		85	22	63	52	26		248				
10		-1	2	-3	4	-6		-4				
11		1/4	1/8	3/8	1/2	0		1.25				
12		5	apple		0	pear		7	// text ignored			
13		apple	pear	pear	kiwi	peach		0	// text ignored			
14		1	2	3	3	#DIV/0!		#DIV/0!	// error throws error			
15												
16												
17												

EXCELJET

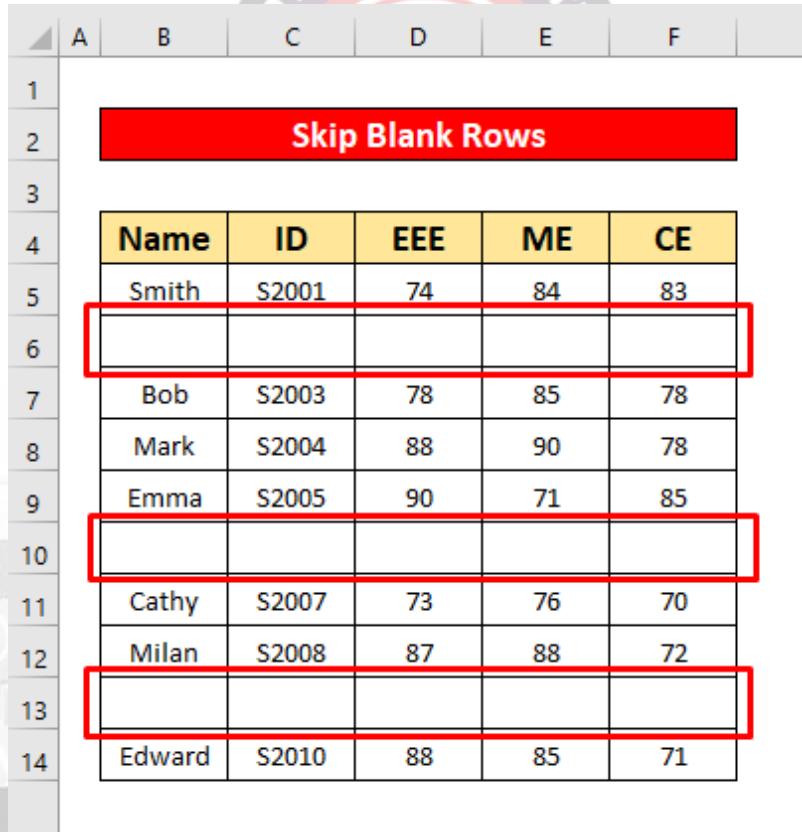
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9. How to us skip blanks



Excel spreadsheet showing a table with blank rows highlighted in red. A red box at the top says "Skip Blank Rows".

Name	ID	EEE	ME	CE
Smith	S2001	74	84	83
Bob	S2003	78	85	78
Mark	S2004	88	90	78
Emma	S2005	90	71	85
Cathy	S2007	73	76	70
Milan	S2008	87	88	72
Edward	S2010	88	85	71

10. Sub,mul, etc

10 , 5

Addition : $10 + 5 = 15$

Difference : $10 - 5 = 5$

Product : $10 \times 5 = 50$

Quotient : $10 / 5 = 2$

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11. Use of number format in excel

Accounting Number Format in Excel

	A	B	C
1	RSM /RM Name	General Format	Accounting Format in \$
2		Oct-18	Oct-18
3	AKARSH H.S	936	\$ 935.83
4	ASIF ALI	578	\$ 578.47
5	C B SINGH	8	\$ 7.77
6	MANISHANKAR	45	\$ 45.29

13. Use conditional formatting

Rule (applied in order shown)	Format	Applies to	Stop If True
Cell Value > 80	AaBbCcYyZz	= \$B\$3:\$B\$13	<input checked="" type="checkbox"/>
Cell Value > 70	AaBbCcYyZz	= \$B\$3:\$B\$13	<input checked="" type="checkbox"/>
Cell Value > 60	AaBbCcYyZz	= \$B\$3:\$B\$13	<input type="checkbox"/>

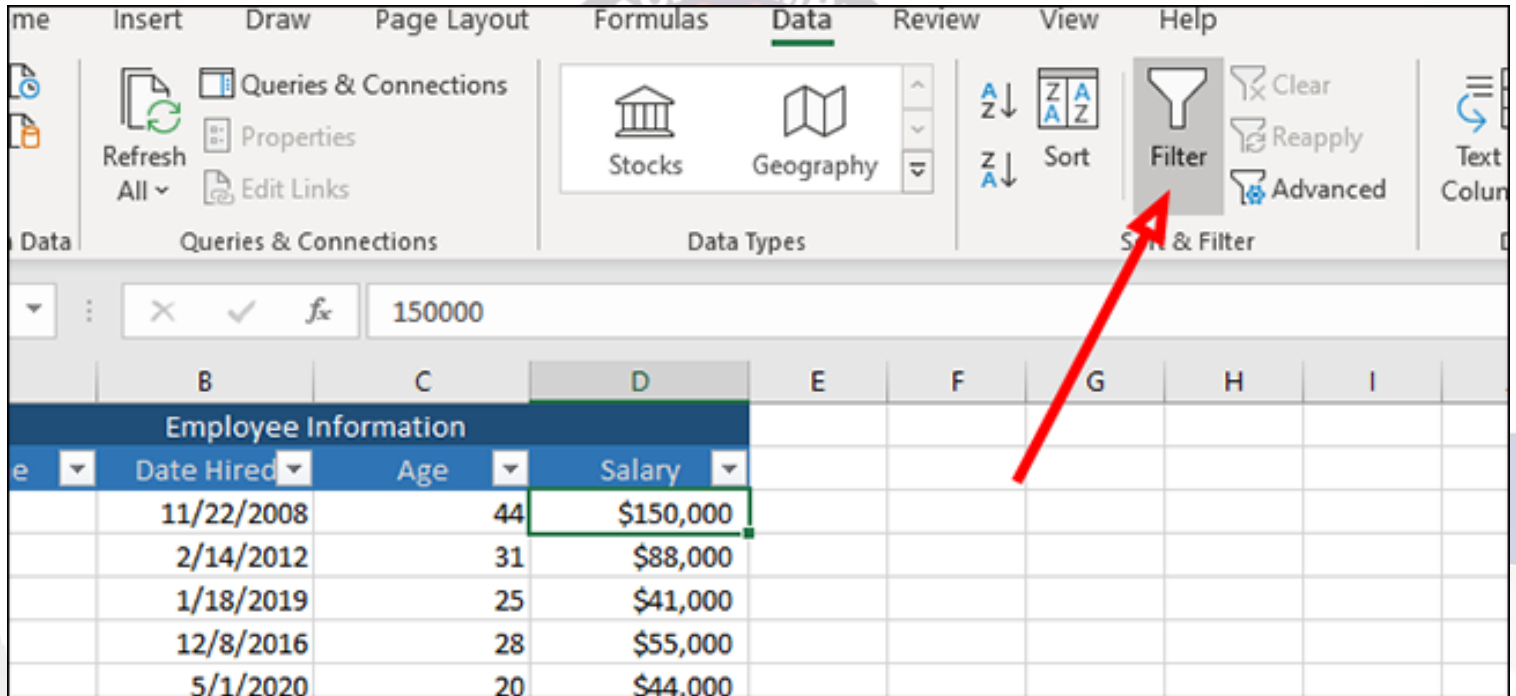
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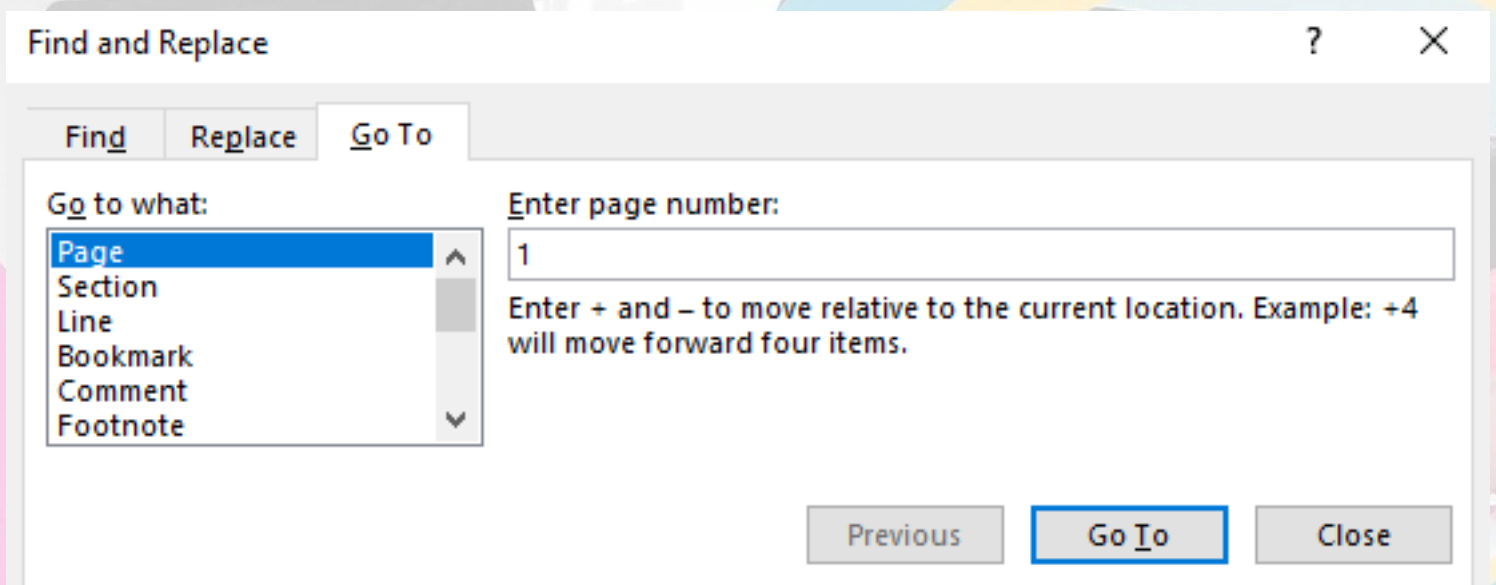
14. How to sort & filter data



The screenshot shows the Microsoft Excel interface with the Data tab selected. The Filter button in the Sort & Filter group is highlighted with a red arrow. Below the ribbon, a table of employee information is displayed:

Employee	Date Hired	Age	Salary
	11/22/2008	44	\$150,000
	2/14/2012	31	\$88,000
	1/18/2019	25	\$41,000
	12/8/2016	28	\$55,000
	5/1/2020	20	\$44,000

15. Using find and replace and using GOTO

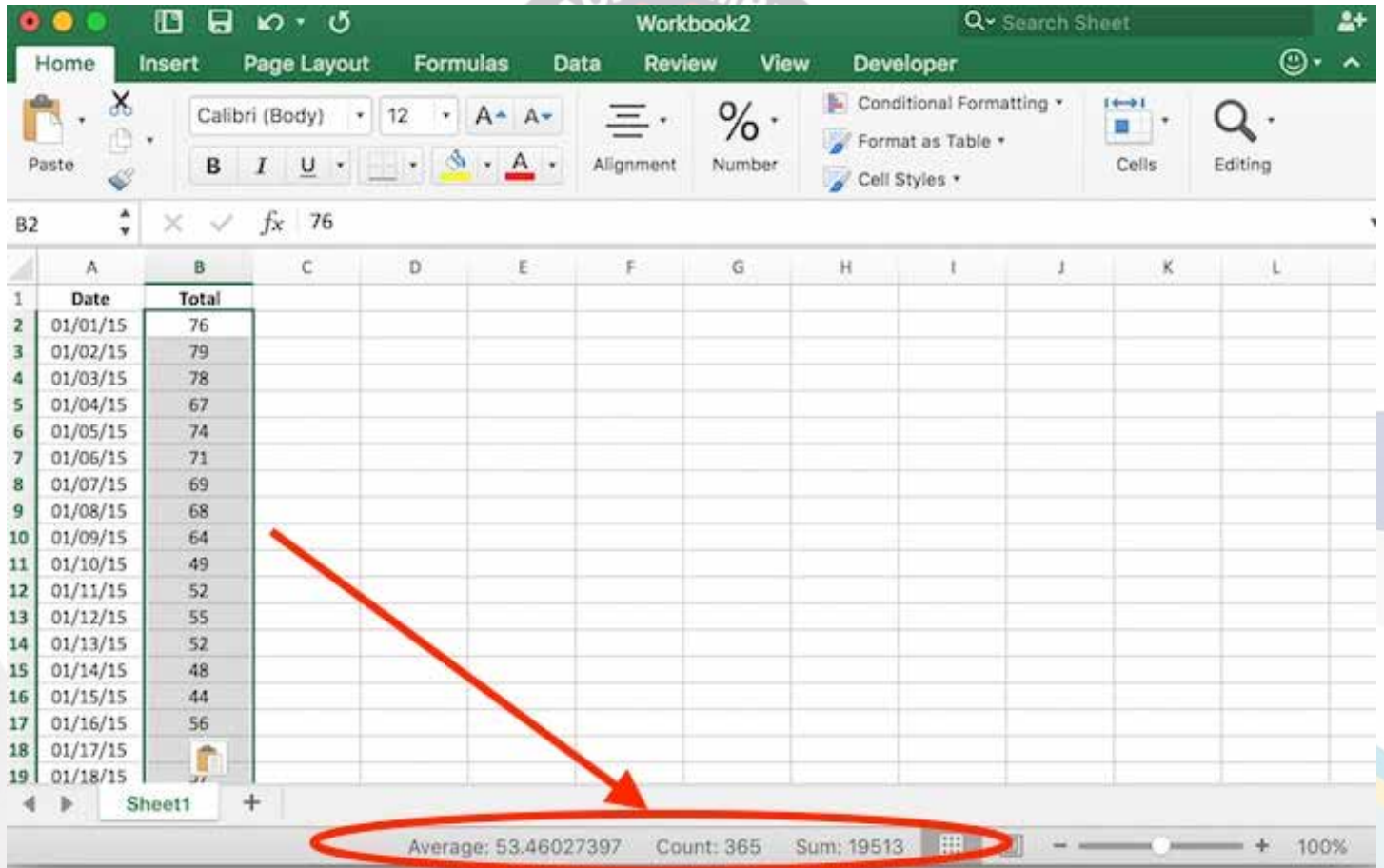


The screenshot shows the Find and Replace dialog box in Microsoft Word, with the Go To tab selected. The 'Go to what' list is open, and the 'Enter page number' field contains the value 1. The dialog box also includes buttons for Previous, Go To, and Close.

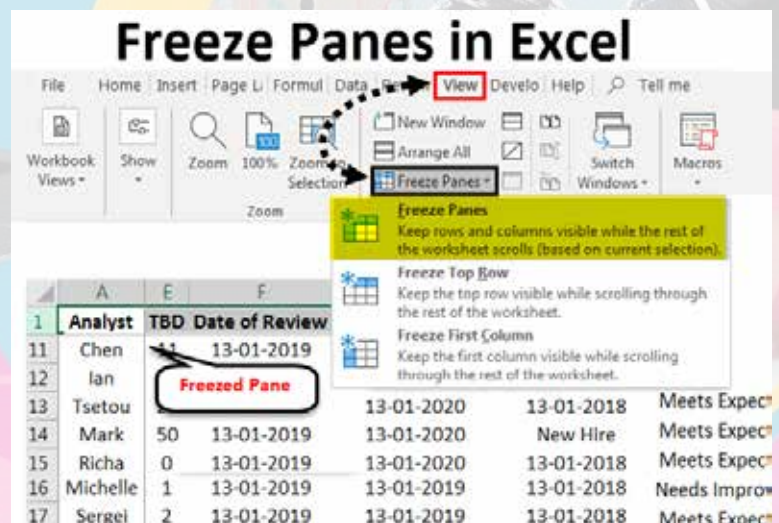
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16. How to use status bar



17. Freeze panes option



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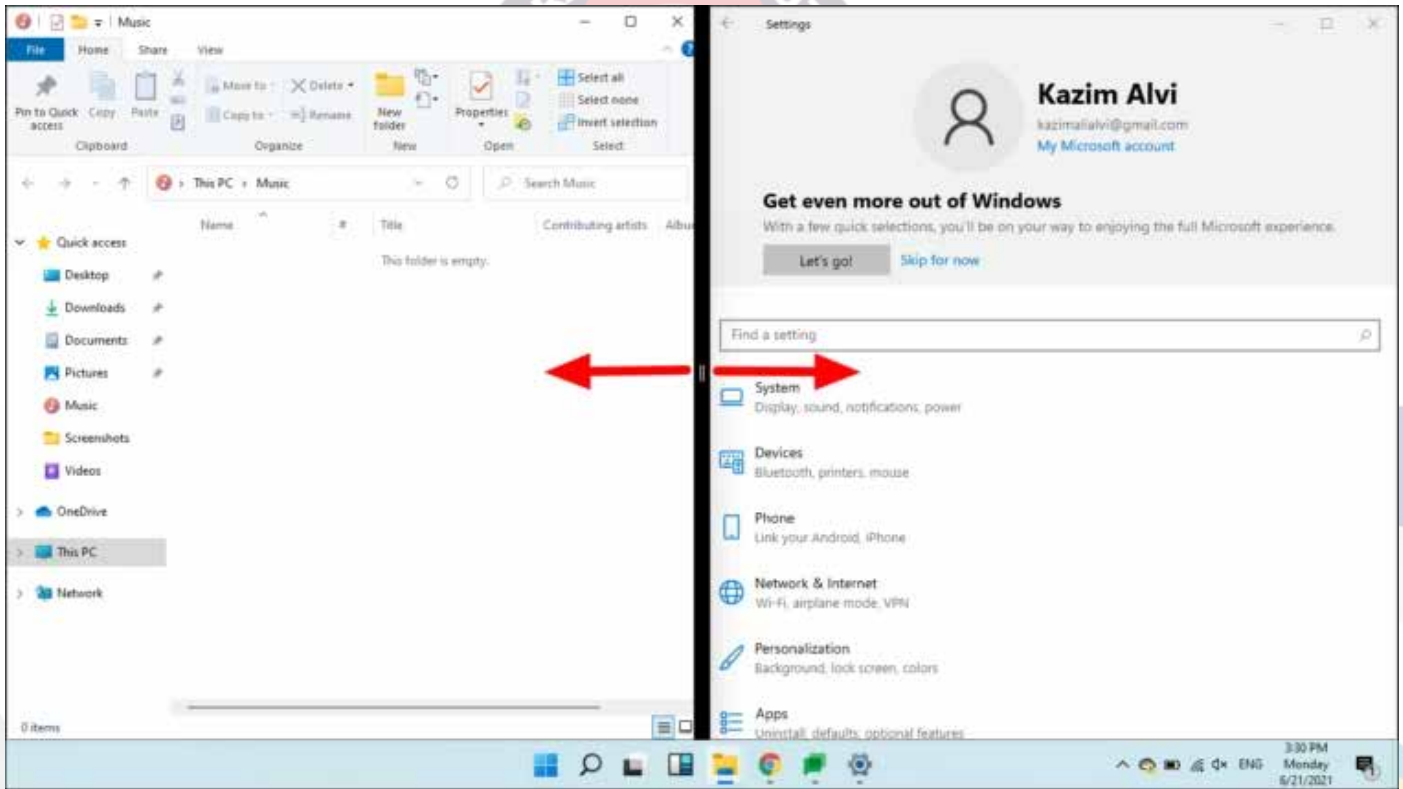
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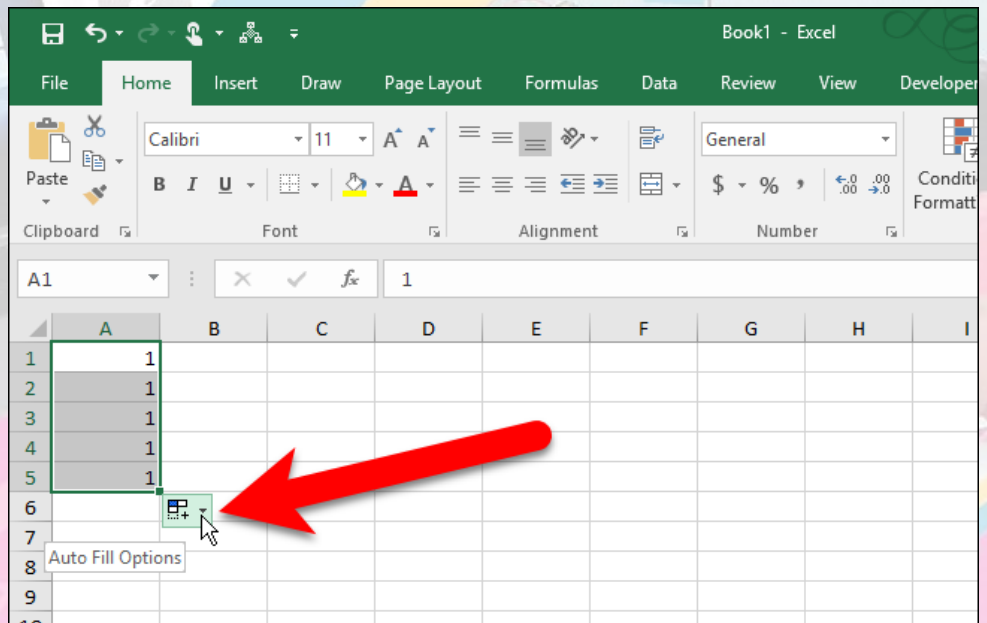
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18. Split windows



19. Fill option



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20. Header and footer

The screenshot shows the Microsoft Excel interface with the 'Page Setup' dialog box open. The 'Header/Footer' tab is selected. The 'Header' field contains '&[Picture]' and the 'Footer' field contains 'Page 1 of ?'. The 'Page 1 of 1' text is visible in the bottom right of the dialog box. The 'Different first page' checkbox is checked. The 'Print...' button is highlighted.

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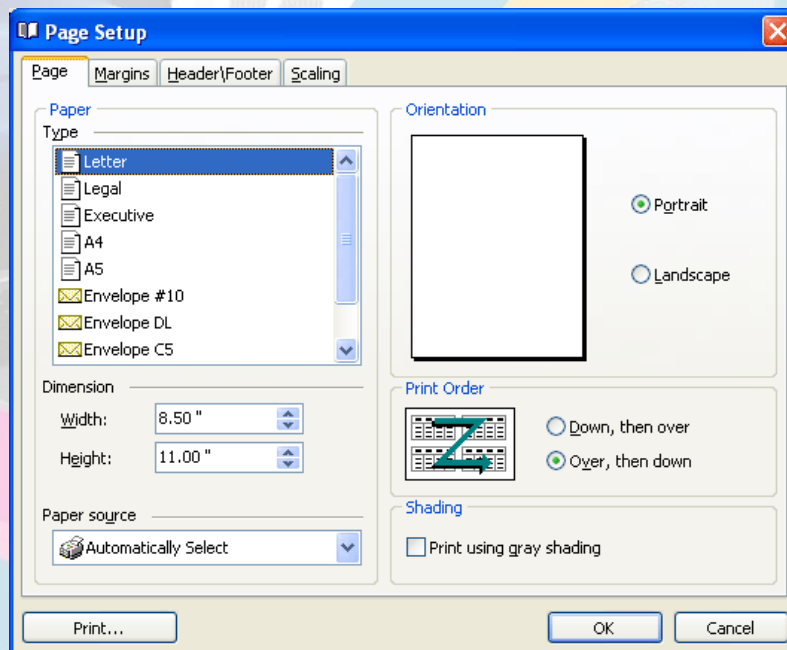
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21. Most important keyboard shortcut

Excel Keyboard Shortcuts

Shortcut Key	Action	CTRL + Letters Keyboard Shortcut
F1	Microsoft Excel Help	CTRL + A Select All
F2	Edit	CTRL + B Bold
F3	Paste Name	CTRL + C Copy
F4	Repeat last sheet action	CTRL + D Fill Down
F5	GoTo	

22. Complete page setup & print



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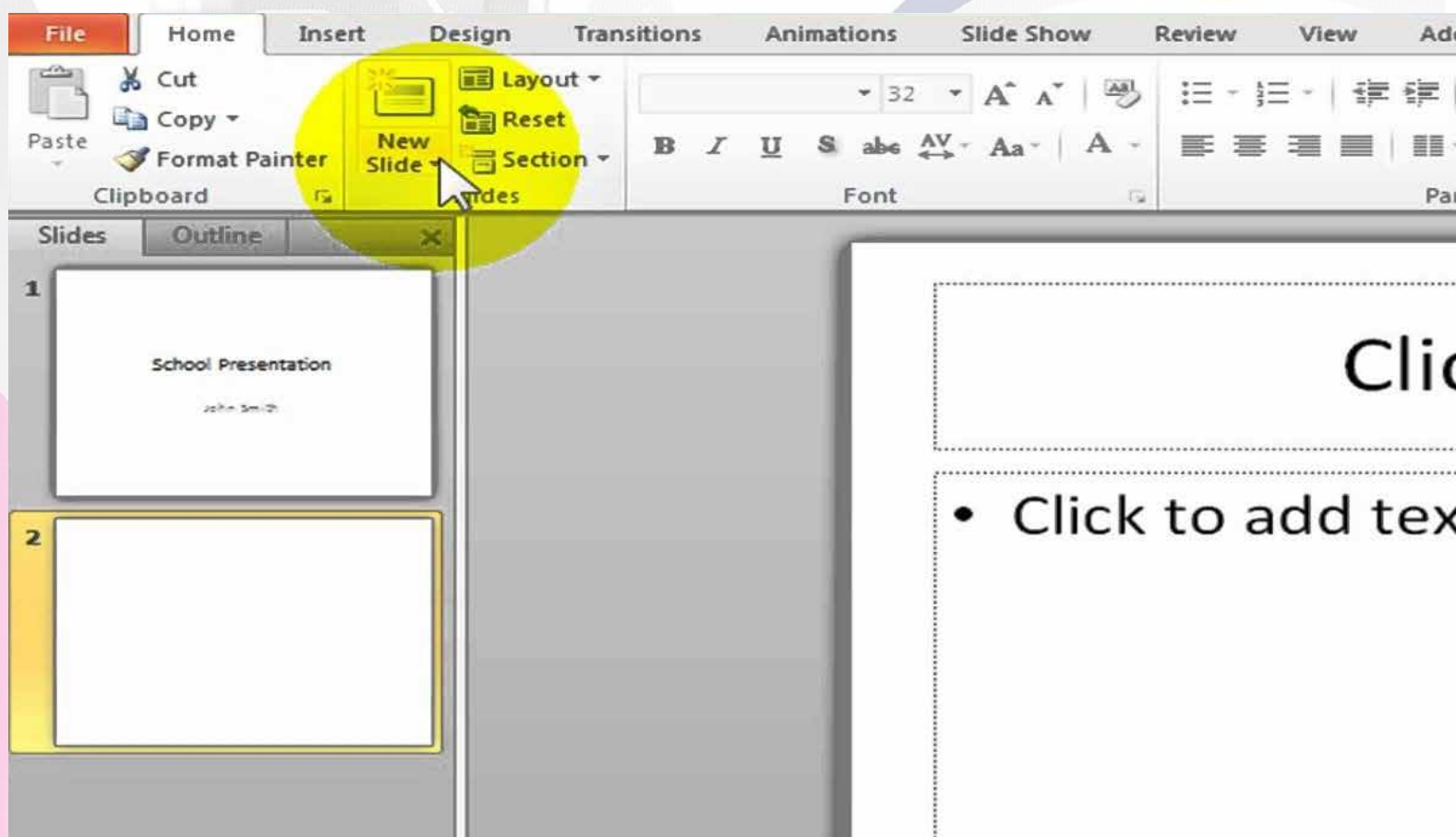
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विद्या परम बलम्
Power point pro

Make new slideshow in power point



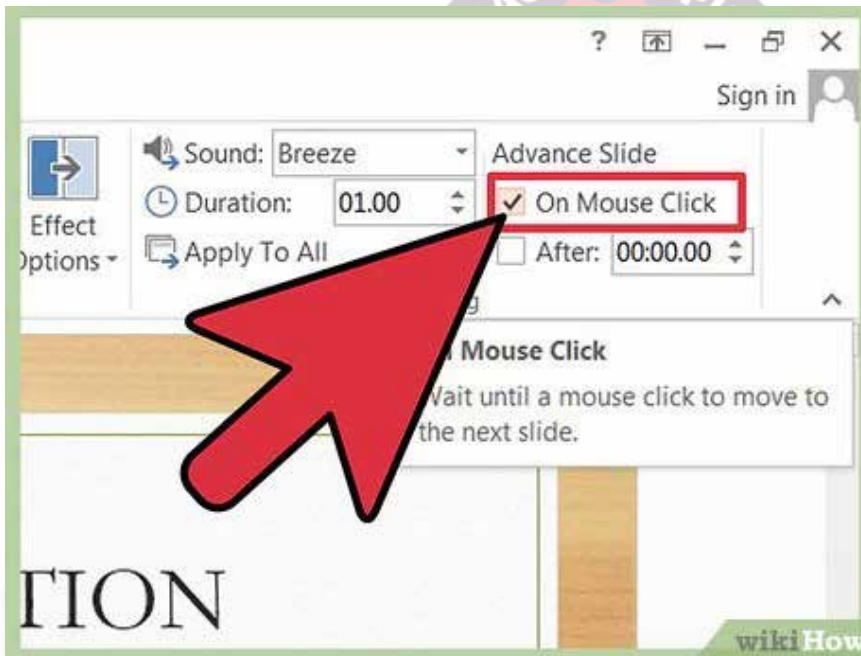
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Text animation in power point



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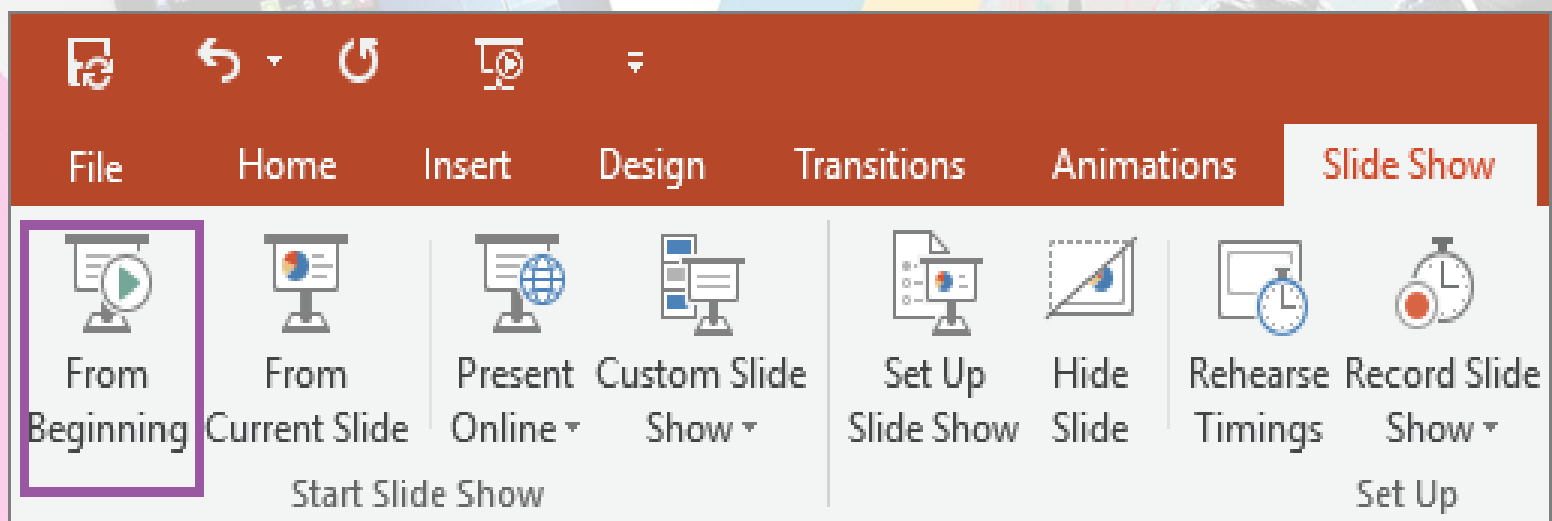
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