

Course Code	: A004	Registration Fee	: ₹ 200
Course Name	: Advance Diploma in DTP	Exam Fee	: ₹ 800
Duration	: 12 Months	Fee	: ₹ 12000
Number of Exam	: 4	Total	: ₹ 13000
EMI	: 1 ST : ₹6599+ ₹1000 2 ND : ₹6599		

SNO	Topic	Content	Duration
1	MS Paint	The Tools- Selection tool, Eraser, Pencil, Fill, Magnifying, Rectangle, Circle, Line, Paint Brush, Text, Curve, Polygon, Rounded Rectangle. The Color Palette. Activity- Drawing with MS-Paint	3 Days
2	Notepad	Create File, Edit File, Save File. How to cut, copy, paste text. Format text. Find and Replace Text	2 Days
3.	MS Word	Create a new document, Open, save and print a document, Edit and format text, Change the page layout, background and borders, Insert headers and footers, Insert and edit tables, Shapes, Proofing, Protection. Insert clip art and pictures to documents, Perform a mail merge.	15 Days
4.	MS Excel (Basic)	Navigating with the Mouse and Keyboard, Entering Text and Numbers, Entering Dates, Editing Text Dates and Numbers, Editing within a Cell: Copying, Moving, Pasting and Inserting Cells. Deleting and Clearing Cells: Deleting and & Inserting Rows, Deleting and Inserting Columns, Finding and Replacing Text as well as Numbers; Selecting, Inserting, Deleting, Renaming, Moving and Copying Worksheets. Sorting Data; Filtering Data using Auto Filter. Date and Text functions. Creating a Chart Sheet in a Workbook; Selecting Items in a Chart; Adding Data Labels, Titles, and Other Items to a Chart Validation, Conditional Formatting, Protection, Proofing, Goal Seek.	21 Days
5.	Advance MS Excel(Level 1)	Advance Excel with Formulas, Excel Application Setting, Paste with Calculation Advance Custom Formatting, Use Formulas in Conditional Formatting, Excel Protection System, Data Filling with Flash Fill, Data Sorting , Filter and Selection Concept, Data Analyzing with Pivot, Recognized Pivot Table, Relational Pivot, Reporting with Chart, Insert Other Application in Excel Sheet Concept of Formulas Inserting, Logical Formulas Use, Working with Text Formulas, Working With Date & Time Formulas, Data Lookup with VLookup, HLookup, Match, Index, using Array, Mathematics Calculation, Database Formulas, Informational Formulas, Financial Formulas, Array formulas, Formulas Nesting, Formulas Tricks, Data Import Other Database, Data Import Access Database, Data Connection with SQL Server, Data Import from Webs, Data Clean and Advance Filter, Validation and What-if-Analysis, SubTotal	60 Days

6.	Advance MS Excel (Level 2)	Advance Conditional Formating, Array Formulas, Formulas Nesting, Miscellaneous Formula Techniques, Performing With Array Formulas, Report Automation Sample, Understanding the Series Formulas, Creating Links to Cells For Title,Axis,Labels and Text, Charting Proggess Toward a Goal, Creating a Gauge Chart, Displaying the Conditional Colors, Creating Comparative Histogram, Creating a Grant Chart, Ceating a Box Plot, Handling Missing Data Chart with Access and SQL, Chart with Form Control Buttons, Interactive Dashboards using PowerPoint and Excel Introduction to Dashboards Dashboard Background, Dashboard Elements, Interactive Dashboards, Type of Reporting in India, Reporting Analyst, Indian print media reporting, audit report, Accounting MIS Reports, HR Mis Reports, MIS Report Preparation Supplier, Exporter, Data analysis, Costing Budgeting Mis Reporting, MIS Report for Manufacturing Company, MIS Reporting For Store and Billing, Product Performance Report, Member Performance Report, Customer-wise Sales Report, Collections Report, Channel Stock Report, Prospect Analysis Report Calling Reports, Expenses Report, Stock controller MIS reporting	30 Days
7.	MS Power Point	Create a new presentation, Modify presentation themes, Add and edit text to slides, Add new slides to a presentation, Insert clipart images and shapes to slides, Insert and modify tables and charts, Add sound and video to a slide presentation, Insert and edit animations and slide transitions, Display a speaker-lead and self-running presentation.	5 Days
8.	MS Access	Understand the Access Program Screen, Add, Edit and Delete Records in Table View, Add, Edit and Delete records in Forms Open and run a query, Open and run a report, Understand Primary Keys, Understand data types, Create a database, Create a table Create a query, Create a form, Use the form wizard, Sort records Filter records, Understand table relationships, Create relationships between tables	5 Days
9.	Adobe Photoshop	Getting to Know the Work Area, Basic Photo Corrections, Working with Selections, Layer Basics, Correcting and Enhancing Digital Photographs, Masks and Channels, Typographic Design, Vector Drawing Techniques, Advanced Compositing, Editing Video, Painting, Working with 3D Images, Preparing Files for the Web	45 Days
10.	Corel Draw	Introduction to Corel Draw, Features of Corel Draw, Corel Draw Interface, Tool Box, Moving from Adobe Illustrator to Corel Draw, Common Tasks, Drawing and Coloring, Mastering with Text, Applying Effects, Working with Bitmap Commands, Corel Draw- Web resources	45 Days
11.	Adobe Pagemaker	Introduction to PageMaker, Placing and Manipulating Text, Importing and Manipulating Graphics, Integrating Text and Graphics. Creating Templates, Using Templates, Working with Graphics, Defining Colours, Graphic Formats, Advance Printing, Document Setup, Colour Management, Trapping	30 Days