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| Course Code | : D006 | Registration Fee | : ₹ 200 |
| Course Name | : Diploma in Internet Application | Exam Fee | : ₹ 400 |
| Duration | : 6 Months | Fee | : ₹ 6000 |
| Number of Exam | : 2 | Total | : ₹ 6600 |
| EMI | : 1 ST : ₹3299+ ₹600 2 ND : ₹3299 | | |

| SNO | Topic | Content | Duration |
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| 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 |

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| 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. | Internet | Introduction, How to open Web Page, URL, Searching, Downloading, Email Sending & Receiving, Maps, Online Payment, Form Filling. | 5 Days |
| 10. | Computer Fundamental | IPO, Operating System- Create file, Folders, Add Remove Program, Add/ Delete User, Memory Units, Machine Language, Assembly Language and High Level Language, Windows 7 Operating System | 5 Days |
| 11. | HTML | Introduction, Understanding & using HTML, headings, Paragraphs, Font & font style, Hyperlink, The Image Tag and the Src Attribute, Marquee, List, Table, Form. | 7 Days |
| 12. | DHTML | Form Action, Event Listener | 1 Day |
| 13. | Wordpress | Set up a domain and hosting account, Set up a MySQL database on their server, Install WordPress on the MySQL database, Search for themes in WordPress, Select, install, and activate a theme, Add posts to their website, Create website pages, Add images, photo galleries, Use WordPress as a content management system (CMS), Use widgets and plugins, Integrate WordPress with social media | 21 Days |