



**Sagar Drugs-AMA Computer Centre**

**Windows 10 + MS Office 2013**

10 Classes, 20 hours, 8.30 a.m. to 10.30 a.m.

Monday to Friday, January 2 to 13, 2017

(Limited to 20 persons - one computer one person)

**Venue:** Torrent-AMA Management Centre, Core-AMA Management House,  
ATIRA Campus, Dr. Vikram Sarabhai Marg, Ahmedabad 380 015

**OBJECTIVE:** To make an individual more Independent, Methodical, Competent, Effective and therefore, more Efficient on Computers. providing Good Academic Environment and One Computer Per Person.

- Windows 10** : A look inside the computer; Unit of Measure; Understanding Drives, Folders, and Files; This PC; Moving and Copying Files; Windows 10 Interface; Personalizing Themes; Personalizing Lock Screen; Personalizing screen saver; Gestures and Mouse Actions; Switching between apps; Multiple Desktops; Tablet Mode; Personalizing Mouse; Personalizing Keyboard; Personalizing Touch Keyboard; Adding and Managing Windows 10 Applications; User Accounts
- Internet** : What is Internet; Who Owns the Internet ?; What is IP address; (Internet Protocol) ?; What is Domain Name ?; What is Internet Speed / Bandwidth & Latency ?; Searching the Internet; Buy online Railway Ticket; Internet Banking
- MS Word 2013** : User Interface of Word 2013; Creating Document; Formatting Document; Find, Replace and Go To; Working with Tables; Working with Pictures; Headers and Footers
- MS PowerPoint 2013** : User Interface of PowerPoint 2013; Creating a New Presentation; Creating Slides; Formatting
- 2013** Text; Creating and Formatting Tables; Drawing and Formatting Objects; Creating SmartArt Graphics; Working with Pictures; Working with Charts; Creating Animation Effects and Transitions
- MS Excel 2013** : User Interface of Excel 2013; Working with Workbooks; Working with Worksheets; Entering
- Basic Level** / Editing Data in a Worksheet; Working with Charts / Graphs; Formatting Worksheets; Printing Worksheets; Formulas & Functions
- FACULTY** : **Mr. Mehul Shah**
- FEE** : Rs. 2500/- per participant (Including Service Tax) . Cheque should be drawn in favour of "**Ahmedabad Management Association**".

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**January 2 to 13, 2017**

**Registration Form:** Please fill-in and return this form along with participation fee to :

**Ahmedabad Management Association**, AMA Complex, Ahmedabad 380015.

**Phone:** 079-26308602-6 • **Mobile:** 9537407187 • **E-mail:** ama@amaindia.org

**Website:** www.amaindia.org • **Android Mobile App:** AMA-Ahmedabad amaIndia.org

Name(s)	Position
1. _____	
2. _____	
Organisation: _____	
Address: _____	
	Pin Code: _____
Phone: _____	Mobile: _____
E-mail: <input style="width: 100%; height: 20px; border: 1px solid black;" type="text"/>	