



Certified Computer Fundamentals (MS Office) Professional

Vskills Certifications

Vskills Brochure



Skills for a secure future

Certified Computer Fundamentals (MS Office) Professional

Microsoft's MS-Office suite of office application software allows organizations to efficiently and effectively undertake daily office operations to support and connect disparate business systems. It is an essential course for beginners, novices and professionals to portray their skill competence in using MS-Office software for day to day office work. There is a huge demand for MS-Office professionals. This certification will concentrate on Computer Basics, MS-DOS, MS-Windows and MS-Office which are used extensively in offices. A Vskills Certified Computer Fundamentals (MS Office) Professional will have employment opportunities in all offices using MS Office for their day to day work.

Why should one take this certification?

This Course is intended for professionals and technical novices seeking career in corporates and wanting to excel in chosen areas. It is also well suited for those who are already working and would like to take certification for further career progression. Indian companies are moving up the value curve, and today's scenario demands more specialization and that is where a certification of this type will add value.

Who will benefit from taking this certification?

This course benefits students who wish to make a career in office administration, facility management and front office management. This course is also beneficial for professionals who are already working and want to acquire knowledge in this segment of industry. Students will be ready for jobs from day 1 since this is a high demand skill in companies. Professionals already employed and looking for job switch will also benefit from the certification.

Test Details:

- **Duration:** 60 minutes
- **No. of questions:** 50
- **Maximum marks:** 50, Passing marks: 25 (50%); There is no negative marking in this module.

Fee Structure:

Rs. 3,499/- (Excludes taxes)*

*Fees may change without prior notice, please refer <http://www.vskills.in> for updated fees

Companies that hire Vskills Certified Computer Fundamentals Professionals

MS Office is used across companies big or small therefore it is in great demand. Major companies in India hire MS-Office professionals. The skill is also in great demand in government projects on contract basis.

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1. Computer Appreciation

- 1.1 Introduction - What is Computer?
- 1.2 Characteristics of computer
- 1.3 Generation of computers
- 1.4 Classification of Computers
- 1.5 Applications of Computer
- 1.6 Commonly Used Computer Terms
- 1.7 Basic Operations of a Computer – Input, Process and Output
- 1.8 Units of a computer system
- 1.9 Representation of information
- 1.10 Input Devices
- 1.11 Output Devices
- 1.12 Storage Devices
- 1.13 Types of Software
- 1.14 Disk Organization
- 1.15 Operating System

2. MS-Windows

- 2.1 Windows Basics
- 2.2 The User Interface
- 2.3 Windows Accessories
- 2.4 Windows 7
- 2.5 Windows 10

3. Windows Command Line

- 3.1 What is Command Line?
- 3.2 Windows File Naming Rules
- 3.3 Common Commands
- 3.4 Using COPYCON
- 3.5 Automation by batch files

4. Word Processing - MS-Word 2013

- 4.1 MS-Word Basics
- 4.2 Working With Documents
- 4.3 Customize the Word Environment
- 4.4 Editing a Document
- 4.5 Formatting Text
- 4.6 Formatting Paragraphs
- 4.7 Styles
- 4.8 Graphics
- 4.9 Proofing a Document
- 4.10 Page Formatting
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- 4.12 Lists
- 4.13 References and Citations
- 4.14 Track Changes

5. Spreadsheet - MS-Excel 2013

- 5.1 Excel 2013 Basics
- 5.2 Workbook and Worksheet
- 5.3 Manipulating Data
- 5.4 Worksheet Formatting
- 5.5 Page Properties and Printing
- 5.6 Excel Formulas
- 5.7 Sort and Filter
- 5.8 Charts
- 5.9 Macros

6. Presentation Software - MS-PowerPoint 2013

- 6.1 MS-PowerPoint 2013 Basics
- 6.2 PowerPoint Presentation
- 6.3 Slide Formatting
- 6.4 Slide Effects and Slide Show
- 6.5 Printing and Publishing

7. Database

- 7.1 Basics (Database, Record, Primary Key, Field, data types) and MS Access Interface

8. Miscellaneous Topics

- 8.1 Virus
- 8.2 Networking Concepts
- 8.3 Hardware Maintenance

Sample Questions

1. What is BIT?

- A. Bachelor in IT
- B. Binary Digit
- C. Bangalore IT park
- D. Another name for piece

2. DIR COMMAND OF MS-DOS IS AN?

- A. External command
- B. Internal command
- C. Both of above
- D. None

3. 1 MB EQUALS

- A. 1000 KB
- B. 1024 GB
- C. 1024 bytes
- D. 1024 KB

4. WHAT IS FAT ?

- A. Obese
- B. Falcon Technique
- C. File Allocation Technique
- D. File Allocation Table

5. ALT+ F4 IS AN SHORTCUT TO

- A. Open MS-Word
- B. Copy
- C. Close windows
- D. Paste

Answers: **1 (B), 2 (B), 3 (D), 4 (D), 5 (C)**

Certifications

➤ Accounting, Banking and Finance

- Certified AML-KYC Compliance Officer
- Certified Business Accountant
- Certified Commercial Banker
- Certified Foreign Exchange Professional
- Certified GAAP Accounting Standards Professional
- Certified Financial Risk Management Professional
- Certified Merger and Acquisition Analyst
- Certified Tally 9.0 Professional
- Certified Treasury Market Professional
- Certified Wealth Manager

➤ Big Data

- Certified Hadoop and Mapreduce Professional

➤ Cloud Computing

- Certified Cloud Computing Professional

➤ Design

- Certified Interior Designer

➤ Digital Media

- Certified Social Media Marketing Professional
- Certified Inbound Marketing Professional
- Certified Digital Marketing Master

➤ Foreign Trade

- Certified Export Import (Foreign Trade) Professional

➤ Health, Nutrition and Well Being

- Certified Fitness Instructor

➤ Hospitality

- Certified Restaurant Team Member (Hospitality)

➤ Human Resources

- Certified HR Compensation Manager
- Certified HR Staffing Manager
- Certified Human Resources Manager
- Certified Performance Appraisal Manager

➤ Office Skills

- Certified Data Entry Operator
- Certified Office Administrator

➤ Project Management

- Certified Project Management Professional

➤ Real Estate

- Certified Real Estate Consultant

➤ Marketing

- Certified Marketing Manager

➤ Quality

- Certified Six Sigma Green Belt Professional
- Certified Six Sigma Black Belt Professional
- Certified TQM Professional

➤ Logistics & Supply Chain Management

- Certified International Logistics Professional
- Certified Logistics & SCM Professional
- Certified Purchase Manager
- Certified Supply Chain Management Professional

➤ Legal

- Certified IPR & Legal Manager
- Certified Labour Law Analyst
- Certified Business Law Analyst
- Certified Corporate Law Analyst

➤ Information Technology

- Certified ASP.NET Programmer
- Certified Basic Network Support Professional
- Certified Business Intelligence Professional
- Certified Core Java Developer
- Certified E-commerce Professional
- Certified IT Support Professional
- Certified PHP Professional
- Certified Selenium Professional
- Certified SEO Professional
- Certified Software Quality Assurance Professional

➤ Mobile Application Development

- Certified Android Apps Developer
- Certified iPhone Apps Developer

➤ Security

- Certified Ethical Hacking and Security Professional
- Certified Network Security Professional

➤ Management

- Certified Corporate Governance Professional
- Certified Corporate Social Responsibility Professional

➤ Life Skills

- Certified Business Communication Specialist
- Certified Public Relations Officer

➤ Media

- Certified Advertising Manager
- Certified Advertising Sales Professional

➤ Sales, BPO

- Certified Sales Manager
- Certified Telesales Executive

& many more job related certifications

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