

## Office Automation

| S.No. | Subject Name                                    |
|-------|-------------------------------------------------|
| 1     | Adobe Acrobat 6                                 |
| 2     | Computer Basics                                 |
| 3     | Email In-depth W/ Outlook Express               |
| 4     | Excel 2000                                      |
| 5     | FrontPage 2000                                  |
| 6     | Hardware Diagnostic                             |
| 7     | Microsoft Access 2002                           |
| 8     | Microsoft Access 2003                           |
| 9     | Microsoft Access XP                             |
| 10    | Microsoft Excel 2002                            |
| 11    | Microsoft Excel 2003                            |
| 12    | Microsoft Excel 2003 for Statistics             |
| 13    | Microsoft Front Page 2000                       |
| 14    | Microsoft FrontPage 2002                        |
| 15    | Microsoft Internet Explorer 5.5                 |
| 16    | Microsoft Office XP Upgrade                     |
| 17    | Microsoft Outlook 2000                          |
| 18    | Microsoft Outlook 2003                          |
| 19    | Microsoft PowerPoint 2000                       |
| 20    | Microsoft PowerPoint 2003                       |
| 21    | Microsoft Project 2003                          |
| 22    | Microsoft Word 2000                             |
| 23    | Microsoft Word 2003                             |
| 24    | PC(Detailed knowledge of Computer Fundamentals) |
| 25    | Tally                                           |