

## **Bhavan's Gandhi Institute of Computer Education and Information Technology - Australia**

Certificate I – Microsoft Windows XP – Level 1 (12 hrs)

FEE \$220

- Significance & Meaning of an O/S (Operating System)
- Concept of Directories & Folders
- Creating / Renaming Folders & Files – Cut / Copy/ Paste
- My Documents / Windows Explorer / Recycle Bin / Network Neighbourhood / Other Desktop Shortcuts
- Overview Start menu and its items
- Using Calculator / Word Pad / Paint / Windows Media Player
- Basic Overview of Control Panel Objects

Certificate II – Microsoft Windows XP – Level 2 (14 hrs)

FEE \$250

- Control Panel Objects - Advanced
- Using Internet Explorer
- Using the Internet – Search Engines, Australian Directories
- Email Concepts – Setting up & using free email account HOTMAIL
- Basic knowledge of Outlook Express
- Desktop / Quick Launch Bar & Start Menu Shortcuts – Creating & Editing
- Windows Explorer – Advanced (File & Folder Options)
- Basic Procedure to Install a Software on the PC

Certificate III – Microsoft Windows XP – Level 3(14 hrs)

FEE \$250

- Installing Windows XP Professional on a single PC
- System Tools – Disk Defragmenter , Scheduled Tasks, System Backup
- Networking Concepts – Workgroups, Drive Mapping, Files & Folder Sharing
- Setup Email accounts Outlook & Outlook Express
- Sharing Printers over a Network
- ICS – Internet Connection Sharing
- Concepts of Broadband , Examples to setup ADSL, ADSL Modem Configuration

**Total for the three courses registered and paid initially = \$650**

## **Bhavan's Gandhi Institute of Computer Education and Information Technology**

Certificate I – Microsoft Office – Level 1 (20 hrs)  
FEE – \$ 340

### **MS Word**

- Creating New Document(blank & from templates)
- Opening & Editing Documents
- Fonts & Font Styles(Bold, Italic, Underline)
- Formatting Tools (Borders, Bullets, themes)
- Headers & Footers
- Text Boxes & Auto Shapes
- Spelling & Grammar checks
- Inserting Pictures

### **MS Excel**

- Creating New Sheets(blank & from templates)
- Inserting / Renaming Sheets
- Basic Formula editing
- Creating Spreadsheets as per scenario's

### **MS Power Point**

- Creating Slides(blank & from templates)
- Text Boxes & Auto Shapes
- Themes / Slide Animation
- Presentation Pack & Go

### **Ms Outlook**

- General concepts of MS Outlook
- Tasks / Notes / Reminders
- Managing Folders
- Synchronisation Settings

## **Bhavan's Gandhi Institute of Computer Education and Information Technology**

Certificate II – Microsoft Office – Level 2 (16 hrs)  
Fee – \$280

### **MS Word**

- Advanced Formatting – Tables, Columns, Backgrounds
- Labels
- Mail Merge
- Creating Macros
- MS Word Customisation & Options
- Document Protection

### **MS Excel**

- Advanced Formulas, Drop Down Boxes
- Inserting Values from Multiple Files
- Macros / Mail Merge
- Protecting Cells / Worksheets / Workbooks
- Charts / Graphs / Diagrams

### **MS Power Point**

- Advanced Animation & Timing Control
- Inserting External Movies
- Macros
- Exporting Movie to other formats.

At present we have projected to start with 7 workstations which will expand as the Institute grows. We anticipate that in the coming future we will expand to have multiple centres around Sydney.

## Microsoft Windows & Microsoft Office – Fast Track Course (36 hrs) Fee – \$350 (seniors / unemployed)

This course is designed for seniors / unemployed to fast track the Learning Process & get back into the work force. **The course will be held on Wed & Friday – 2:00pm – 5:00pm.** The Course will comprise of the important aspects from Windows XP Level 1, Windows XP Level 2 & Microsoft Office Level 1.

## Research & Analysis for University & High School Assignments

This course is aimed at newly migrant students to learn the process of research and analysis for their projects and assignments.

Course Length: 4hrs

FEE – \$50

- Research Technique
- Gathering required information
- Analysis of the research carried out
- Presentation & Design (Using MS Word or MS Publisher)
- Referencing
- Self checking

**Note: The institute will provide concession / subsidised rate to the needy. This will be decided on individual basis. For information on the course timings and start date please contact Bharatiya Vidya Bhavan Australia, Ph: 02 9267 0953 / Fax: 02 9267 9005 / [info@bhavanaustralia.org](mailto:info@bhavanaustralia.org).**

**All courses will be held at:**

**Bhavan's Gandhi Institute of Computer Education and Information Technology.  
Abbottoir Heritage Building 'B', 1 Herb Elliott Avenue, Sydney Olympic Park NSW 2127.**