

Best Way of Instructions With Multimedia Lessons



- ➔ Effective Learning/Training Aids in the form of software packages developed with latest Multimedia tools and techniques offering the necessary ease of operation with easy installation with low cost.
- ➔ Helping you to understand concept with powerful visual aids with Self Paced/ Self Study/Self Controlled effective method of learning.

SoftTech Engineers Pvt. Ltd. Pune India is an ISO 9001:2000 certified eminent and leading software development enterprise developing Softwares for A/E/C domain, Enterprise solutions and Multimedia Based Instructions/Teaching Aids with Computer Aided Instructions in various subjects of IT/ Electronics/Electrical/Mechanical/Civil Engineering/Non Engg subjects like Food Sciences, Fashion Technology, Bio-Medical & Management subjects. Our Customer base is several Engineering and other Institutes all over the country and Overseas .

Operate Computer Using Window's Operating System

- ➔ Concept of Operating System
- ➔ What is Operating Software?
- ➔ Components of Desktop
- ➔ Working with Files & Folders
- ➔ Windows Utilities & Accessories
- ➔ Introducing Internet Explorer
- ➔ Windows Setting
- ➔ Update Device Drivers
- ➔ Managing Printers



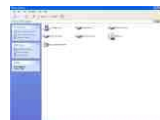
Type Efficiently with Computer's KEYBOARD

- ➔ Alphabet Keys
- ➔ Numeric Keys
- ➔ Lock keys
- ➔ Navigation Keys
- ➔ Editing Keys
- ➔ Modifier Keys
- ➔ Dead Keys
- ➔ Control Keys



Create & Manage Files, Folders using "My Computer & "Window's Explorer"

- ➔ Introduction
- ➔ Booting Up
- ➔ The Windows Desktop
- ➔ The Start Button
- ➔ Windows Explorer and My Computer
- ➔ Maximizing, Minimizing and Resizing
- ➔ Installing Programs
- ➔ Opening and Closing Programs
- ➔ Files and Folders
- ➔ Customizing Your Desktop
- ➔ Windows Applications and Tools
- ➔ Backing Up
- ➔ Scan Disk
- ➔ Compression Agent
- ➔ Disk Cleanup
- ➔ Defragmenting
- ➔ Formatting
- ➔ Clipboard Viewer
- ➔ Security
- ➔ Deleting Files
- ➔ Icons and File Extensions
- ➔ Printing



Prepare Document Files & Office Records Using Microsoft Word.

- ➔ Introduction to Microsoft word
- ➔ Difference Between Manual & Computerized documentation
- ➔ Advantages of Computerized Documentation
- ➔ Formatting Documents
- ➔ Managing Tables
- ➔ Insert & Delete rows & columns
- ➔ Formatting Tables
- ➔ Spell Checker & Grammar Correction.
- ➔ Using Thesaurus & Working with Macros
- ➔ Microsoft Word Tools
- ➔ Bullets & Numbering
- ➔ Text Editing
- ➔ Shortcut for editing
- ➔ Insert Page Number & Add Header Footer



Create & Manage Spreadsheet Data Using Microsoft Excel

- ➔ Understanding MS Excel Environment
- ➔ Create Open and Save Workbook
- ➔ Entering Data and Selecting Cells
- ➔ Inserting, Copying and Moving Cells and Data
- ➔ Formatting Worksheet
- ➔ Formula Operators
- ➔ Working with Charts
- ➔ How to Change Header and Footer



Create & Manage Database for Different Commercial Application Using Microsoft Access

- ➔ Introduction to DBMS
- ➔ Database Management System & Its Types
- ➔ RDBMS Components
- ➔ Some Popular RDBMS
- ➔ Queries-Retrieve data from tables
- ➔ Forms- Data Entry Screen
- ➔ Form Controls
- ➔ Reports Designer
- ➔ Application Development Using Access



Create Presentation Using Microsoft PowerPoint

- ➔ Introduction to MS Power Point
- ➔ Using Power point Tools
- ➔ Power point Terminologies
- ➔ Create and Organize Slides
- ➔ Creating the look of your presentation
- ➔ Using the Slide Master
- ➔ Working with Color Schemes
- ➔ Working with Slides
- ➔ Adding & Formatting Text in Slides
- ➔ Working with Tables and Charts



Internet - Getting information from Website - Learning E-Mail.

- ➔ Concept of Internet
- ➔ Internet Structure/Mechanics
- ➔ Direct or Dedicated Connections
- ➔ Type of Network
- ➔ Web Sites
- ➔ Web Page Designing
- ➔ Definition of Browser
- ➔ Toolbar of Internet Explorer
- ➔ Concept of E-mail



Introduction to Personal Computer's Hardware Problems.

- ➔ Introduction to Computer Hardware & Its Components
- ➔ Identification of Hardware Components
- ➔ Disk Drivers
- ➔ Random Access Memory (RAM) & Its Types
- ➔ CMOS Setup
- ➔ Setting for Drive In CMOS
- ➔ Driver Installation
- ➔ General OS Problems & Troubleshooting
- ➔ Control Panel Settings



Operating PC in Window's Local Area Network (LAN)-Networking

- ➔ Introduction to Networking
- ➔ Wired Networking Basics
- ➔ Network Resource Sharing
- ➔ Ad hoc Wireless Networking
- ➔ Advanced Networking Options
- ➔ Infrastructure Mode Wireless Networking
- ➔ Wireless Network Security
- ➔ Extending Wireless Network Range
- ➔ Network Troubleshooting
- ➔ The Future of Networking
- ➔ Networking Information Sources
- ➔ Understanding the Specs

