

Advanced Office Automation Professional

Cortex Skills Institute

Duration: 6 Months (120–150 Hours)

Eligibility: 10th / 12th Pass

Certification: **Data Entry Operator & Advanced Office Automation Professional**

Course Fee: ₹14,000

Module 1: Computer Fundamentals

Topics Covered

- Introduction to Computers
- Hardware & Software
- Input & Output Devices
- Memory & Storage Devices
- Operating Systems
- File & Folder Management
- Computer Networking Basics
- Internet & Web Concepts
- Cyber Security Awareness
- Computer Troubleshooting

Practical

- Computer Operations
- File Management
- Software Installation
- Windows Settings
- Keyboard Shortcut Keys

Module 2: Typing Skills & Data Entry

Techniques

Topics Covered

- English Typing
- Numeric Keypad Practice
- Data Entry Standards
- Accuracy & Speed Improvement
- Online & Offline Data Entry

Practical

- Form Filling
- Data Processing
- Typing Tests
- Database Entry Practice

Target

✓ 25–40 WPM Typing Speed

Module 3: MS Word Professional

Topics Covered

- Document Creation
- Text Formatting

- Paragraph Formatting
- Tables & Columns
- Page Setup
- Headers & Footers
- Watermarks
- SmartArt & Shapes
- Mail Merge
- Templates & Themes
- Printing & PDF Export

Practical

- Resume Design
- Business Letters
- Certificates
- Office Reports
- Invoice Formats

Module 4: MS Excel (Basic to Advanced)

Basic Excel

- Workbook & Worksheet
- Data Entry & Formatting
- Formula Creation

Basic Functions

- SUM
- AVERAGE
- COUNT
- MAX
- MIN

Advanced Excel

Logical Functions

- IF
- Nested IF
- IFS
- AND
- OR

Lookup Functions

- VLOOKUP
- HLOOKUP
- XLOOKUP
- INDEX
- MATCH

Text Functions

- LEFT
- RIGHT
- MID
- LEN
- CONCAT

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- TEXTJOIN
- TRIM

Date & Time Functions

- TODAY
- NOW
- DATEDIF
- EOMONTH
- NETWORKDAYS

Data Tools

- Sort & Filter
- Advanced Filter
- Remove Duplicates
- Data Validation
- Conditional Formatting

Data Analysis

- Pivot Tables
- Pivot Charts
- Slicers
- Dashboards
- KPI Reports

Automation

- Introduction to Macros
- Macro Recorder

Practical Projects

- Attendance System
- Salary Sheet
- Sales Report
- MIS Reports
- Interactive Dashboard

Module 5: MS PowerPoint

Topics Covered

- Presentation Design
- Themes & Templates
- Images & Multimedia
- Animations
- Slide Transitions
- Presentation Setup

Practical

- Educational Presentation
- Business Presentation
- Project Presentation

Module 6: Internet & Email Management

Topics Covered

- Internet Fundamentals
- Search Techniques

- Web Browsers
- Online Safety
- Gmail Management
- Email Etiquette
- Attachments & Signatures

Practical

- Professional Email Writing
- Online Applications
- File Sharing

Module 7: Google Workspace & Cloud Computing

Topics Covered

- Google Drive
- Google Docs
- Google Sheets
- Google Slides
- Google Forms
- File Sharing & Collaboration

Practical

- Create Online Forms
- Data Collection
- Online Collaboration Projects

Module 8: PDF & Digital Documentation

Topics Covered

- PDF Creation
- PDF Editing
- PDF Conversion
- Document Scanning
- Digital Signatures

Practical

- Merge PDF Files
- Convert PDF to Word
- Scan & Share Documents

Module 9: Online Office Tools & Virtual Collaboration

Topics Covered

- Video Conferencing
- Meeting Scheduling
- Calendar Management
- Team Communication
- Task Management

Platforms Covered

- Zoom

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- Google Meet
- Microsoft Teams

Practical

- Host Online Meetings
- Share Screens
- Manage Virtual Classes

Module 10: AI Tools for Office Productivity

Topics Covered

- Introduction to Artificial Intelligence
- ChatGPT for Office Work
- AI-Based Content Creation
- AI for Excel Assistance
- AI for Email Drafting
- AI for Data Analysis

Practical

- Generate Reports
- Draft Professional Emails
- Create Office Documents Using AI

Module 11: Data Management & MIS Reporting

Topics Covered

- Data Cleaning
- Data Validation
- Customer Database Management
- MIS Reporting
- Performance Reports

Practical

- Sales MIS
- HR MIS
- Institute MIS
- Student Performance Reports

Module 12: E-Governance & Digital Services

Topics Covered

- DigiLocker
- PAN Services
- Aadhaar Services
- Passport Services
- Scholarship Portals
- Government Online Forms

- Digital Payments & UPI
- ## Practical

- Online Registrations
- Document Uploading
- Digital Service Applications

Module 13: Job Portals & Professional Networking Topics Covered

- Resume Building
- Professional Profile Creation
- Job Search Techniques
- LinkedIn Profile Management
- Interview Preparation

Practical

- Resume Design
- Online Job Applications
- Mock Interviews

Module 14: Office Administration Skills

Topics Covered

- Office Communication
- Documentation Management
- Record Keeping
- Business Correspondence
- Workplace Ethics
- Time Management

Practical

- Office File Management
- Documentation Projects

Module 15: Soft Skills & Professional Development

Topics Covered

- Communication Skills
- Teamwork
- Leadership Basics
- Problem Solving
- Customer Handling
- Workplace Behaviour

Live Projects

Project 1

Student Management System

Project 2



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Employee Attendance & Payroll
Tracker
Project 3
Sales & Inventory Management
Report
Project 4
Advanced Excel Dashboard
Project 5
MIS Reporting System
Project 6
Google Forms Data Collection
System

