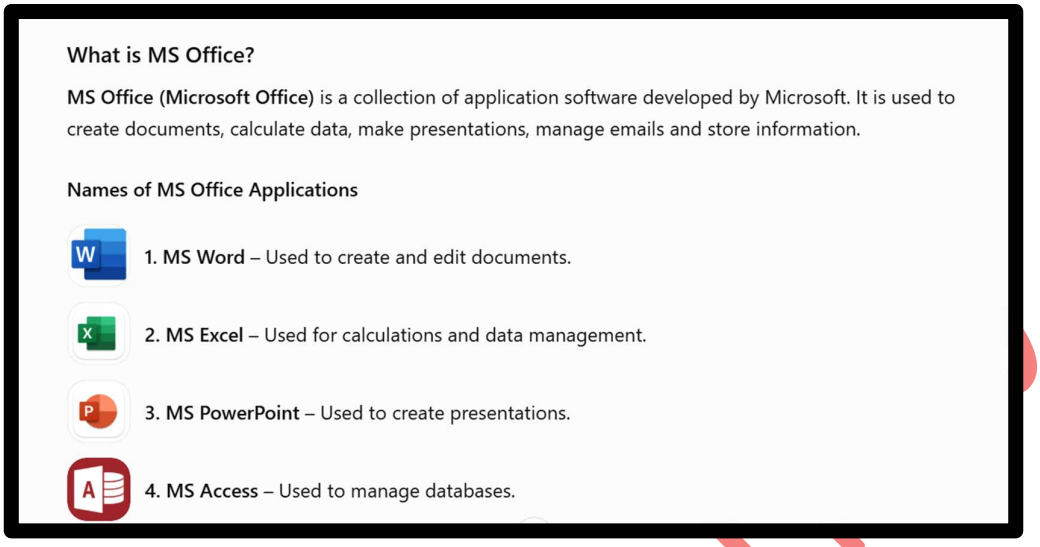
- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: https://learninghubshahabad.in



MS Word – Complete Syllabus (Basic to Advanced)

Computer Course | Beginner to Professional Level

Module 1: Introduction to MS Word

1. What is MS Word?
2. Uses of MS Word
3. Features of MS Word
4. Versions of MS Word
5. Starting and closing MS Word
6. Introduction to MS Word Interface
7. Title Bar
8. Quick Access Toolbar
9. Ribbon and Tabs
10. Status Bar
11. Ruler and Scroll Bar

Learning Hub

- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: https://learninghubshahabad.in

12. Document Area

Module 2: File Tab

1. New Document
2. Open Document
3. Save
4. Save As
5. Close Document
6. Print
7. Print Preview
8. Share Document
9. Export to PDF
10. Document Properties

Module 3: Home Tab

1. Clipboard Group
    - Cut, Copy, Paste
    - Format Painter
2. Font Group
    - Font Style
    - Font Size
    - Bold, Italic, Underline
    - Strikethrough
    - Subscript and Superscript
    - Text Highlight Color

Learning HUb

- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: https://learninghubshahabad.in

    - Font Color
    - Change Case
    - Clear Formatting
3. Paragraph Group
    - Bullets and Numbering
    - Multilevel List
    - Alignment
    - Line Spacing
    - Indentation
    - Borders and Shading
    - Sort
4. Styles Group
    - Heading Styles
    - Normal Style
    - Change Styles
5. Editing Group
    - Find
    - Replace
    - Select

Module 4: Insert Tab

1. Pages
    - Cover Page
    - Blank Page

Learning HUb

- Page Break

2. Tables
    - Insert Table
    - Draw Table
    - Insert/Delete Rows and Columns
    - Merge Cells
    - Split Cells
    - Row Height and Column Width
    - Table Design and Layout
3. Pictures
4. Shapes
5. Icons
6. SmartArt
7. Charts
8. Screenshot
9. Hyperlink
10. Bookmark
11. Header and Footer
12. Page Number
13. Text Box
14. WordArt
15. Drop Cap
16. Date and Time

Learning HUb

- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: https://learninghubshahabad.in

17. Symbols and Equations

Module 5: Design Tab

1. Document Themes
2. Colors
3. Fonts
4. Paragraph Spacing
5. Watermark
6. Page Color
7. Page Borders

Module 6: Layout Tab

1. Margins
2. Orientation (Portrait and Landscape)
3. Page Size
4. Columns
5. Breaks
6. Line Numbers
7. Hyphenation
8. Indentation
9. Paragraph Spacing
10. Position
11. Wrap Text
12. Align Objects
13. Group and Rotate Objects

Learning HUb

- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: https://learninghubshahabad.in

Module 7: References Tab

1. Table of Contents
2. Footnotes
3. Endnotes
4. Insert Citation
5. Bibliography
6. Captions
7. Cross References
8. Index
9. Table of Authorities

Module 8: Mailings Tab

1. Envelopes
2. Labels
3. Mail Merge
4. Select Recipients
5. Create Recipient List
6. Insert Merge Fields
7. Preview Results
8. Finish and Merge

Module 9: Review Tab

1. Spelling and Grammar
2. Thesaurus
3. Word Count

Learning HUb

- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: https://learninghubshahabad.in

4. Translate
5. Language Settings
6. New Comment
7. Delete Comment
8. Track Changes
9. Accept and Reject Changes
10. Compare Documents
11. Protect Document

Module 10: View Tab

1. Read Mode
2. Print Layout
3. Web Layout
4. Outline View
5. Draft View
6. Navigation Pane
7. Ruler
8. Gridlines
9. Zoom In and Zoom Out
10. Multiple Windows
11. Split Window

Module 11: Page Formatting

1. Page Setup
2. Page Break and Section Break

Learning HUb

3. Different First Page
4. Different Odd and Even Pages
5. Page Borders
6. Page Background
7. Header and Footer Formatting

Module 12: Advanced Features

1. Find and Replace Advanced Options
2. AutoCorrect
3. AutoFormat
4. Building Blocks
5. Quick Parts
6. Restrict Editing
7. Password Protection
8. Document Inspection
9. Compare and Combine Documents
10. Macros – Introduction

Module 13: Practical Office Documents

1. Simple Letter
2. Business Letter
3. Job Application
4. Resume / CV
5. Leave Application
6. School Notice

Learning HUb

7. Office Notice
8. Meeting Agenda
9. Meeting Minutes
10. Business Report
11. Student Marksheet
12. Fee Receipt
13. Certificate
14. Invitation Card
15. Brochure
16. Newsletter

Module 14: Practical Projects

1. Design a Professional Resume.
2. Create a School Admission Form.
3. Prepare a School Time Table.
4. Design a Student ID Card.
5. Create a Business Letterhead.
6. Prepare a Company Salary Slip.
7. Design a Birthday Invitation Card.
8. Create a College Magazine Cover Page.
9. Prepare a Project Report with Table of Contents.
10. Create 10 Student Certificates using Mail Merge.

MS Word – 60+ Practical Assignments (Basic to Advanced)

Learning HUb

These assignments are designed for computer institute students. Students should create each document themselves using MS Word.

Level 1: Basic Formatting Assignments

1. Type a paragraph on My Computer and apply Bold, Italic and Underline.
2. Create a paragraph on Importance of Education using different font styles and sizes.
3. Type 10 sentences and apply different font colours.
4. Create a document on My Family using text alignment.
5. Write a paragraph and apply line spacing (1.0, 1.5 and 2.0).
6. Create a heading using WordArt.
7. Type 20 computer-related words and apply different text effects.
8. Create a document using Bullets and Numbering.
9. Write 10 sentences and use Change Case.
10. Create a document using Superscript and Subscript.

Level 2: Paragraph & Page Formatting

11. Create a school notice with a centre-aligned heading.
12. Prepare a leave application with proper formatting.
13. Create a business letter using justified alignment.
14. Design a document with a page border.
15. Create a document with a watermark.
16. Make a two-column newspaper-style article.
17. Create a document in Landscape orientation.
18. Prepare a document with different margins.
19. Create a document with a coloured page background.

Learning Hub

20. Create a document with a page number in the footer.

Level 3: Table Assignments

21. Create a student marksheet with 10 students and 5 subjects.
22. Create a school timetable for Monday to Saturday.
23. Create an employee salary sheet.
24. Create a jewellery shop price list.
25. Create a hospital patient record table.
26. Create a library book issue register.
27. Create a restaurant menu card.
28. Create a mobile shop price list.
29. Create a student attendance register.
30. Create a coaching centre fee record.

Level 4: Insert Tab Assignments

31. Create a birthday invitation card using Shapes and WordArt.
32. Design a school admission form using Tables.
33. Create a certificate with borders and a logo.
34. Create a travel brochure using pictures and text boxes.
35. Design a company letterhead.
36. Create a document with 5 pictures and captions.
37. Make a flowchart using SmartArt.
38. Create a chart showing the marks of 5 students.
39. Design a product advertisement using Shapes.
40. Create a restaurant menu with food pictures.

Learning HUb

- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: https://learninghubshahabad.in

Level 5: Advanced Assignments

41. Create a professional resume using tables and formatting.
42. Prepare a project report with a Table of Contents.
43. Create a document using Footnotes and Endnotes.
44. Insert citations and a bibliography in a project report.
45. Create a document using Header and Footer.
46. Use Find and Replace to change words in a document.
47. Create a document using Track Changes.
48. Add comments to a document and resolve them.
49. Protect a document with a password.
50. Compare two versions of a document.

Level 6: Mail Merge Assignments

51. Create 10 student invitation letters using Mail Merge.
52. Prepare salary increment letters for 10 employees.
53. Create fee reminder letters for 15 students.
54. Prepare appointment letters for 10 employees.
55. Create student ID cards using Mail Merge.
56. Prepare birthday invitation letters for 10 students.
57. Create admission confirmation letters for 10 students.
58. Prepare certificates for 15 students using Mail Merge.
59. Create payment reminder letters for 10 customers.
60. Prepare employee promotion letters using Mail Merge.

Learning HUb

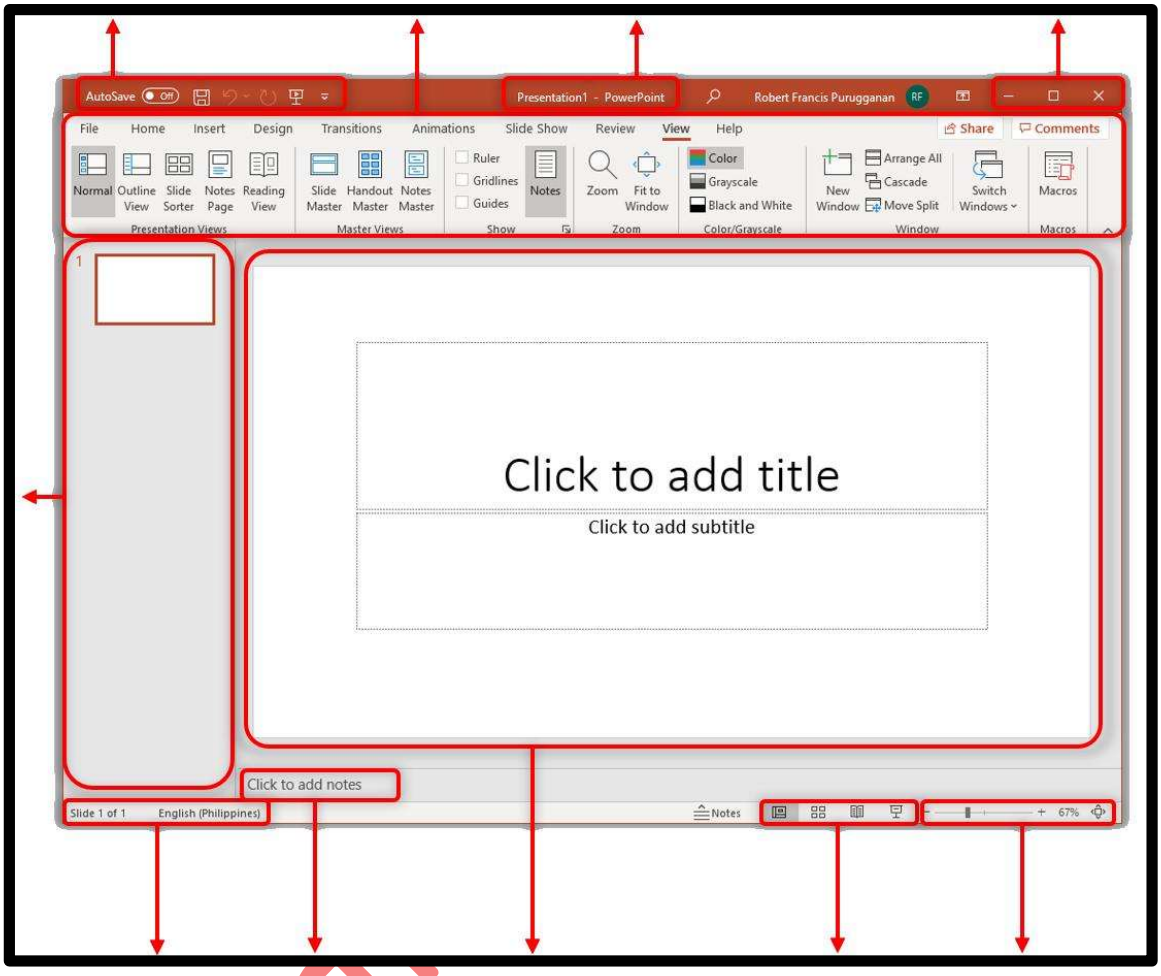


MS PowerPoint – Complete Syllabus (Basic to Advanced)

Computer Course | Beginner to Professional Level

This syllabus covers all major MS PowerPoint tabs, tools, features, practical assignments and professional projects. It is suitable for teaching students in a computer institute.

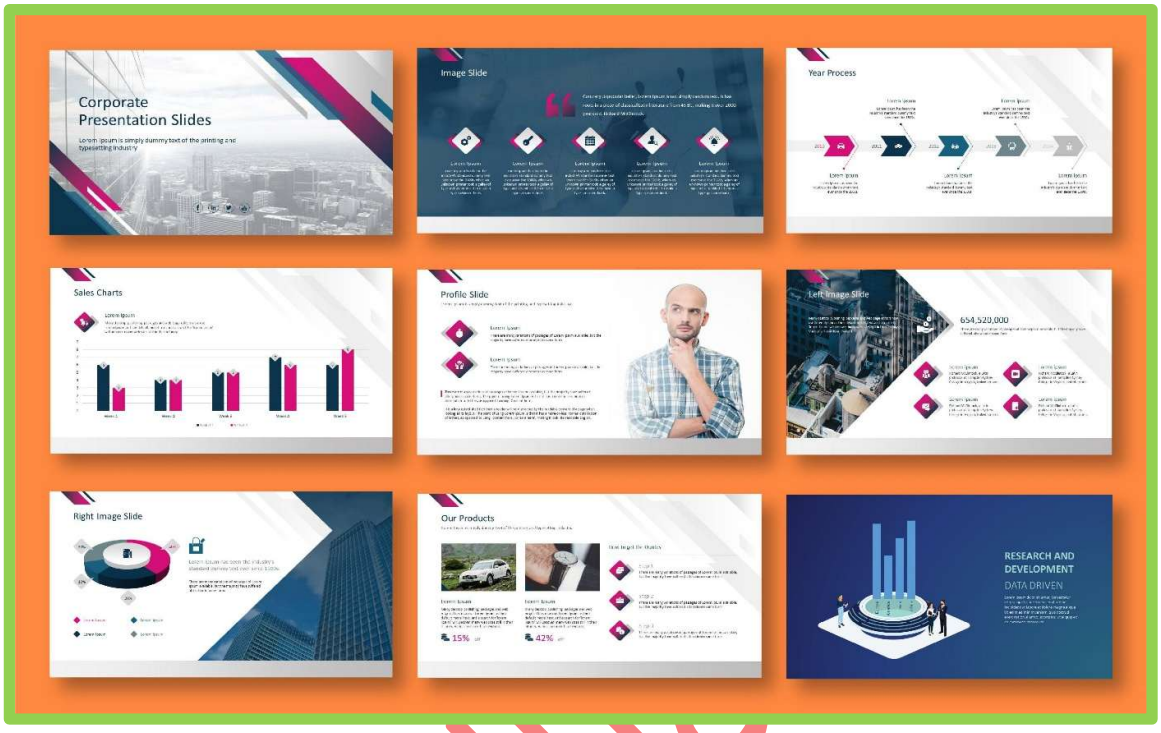
Learn


AutoSave
Presentation1 - PowerPoint
Robert Francis Purugganan
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Help
Share
Comments
Normal
Outline View
Slide Sorter
Notes Page
Reading View
Slide Master
Handout Master
Notes Master
Ruler
Gridlines
Guides
Notes
Zoom
Fit to Window
Color
Grayscale
Black and White
New Window
Arrange All
Cascade
Move Split
Switch Windows
Macros
Presentation Views
Master Views
Show
Zoom
Color/Grayscale
Window
Macros
Click to add title
Click to add subtitle
Click to add notes
Slide 1 of 1
English (Philippines)
Notes
67%

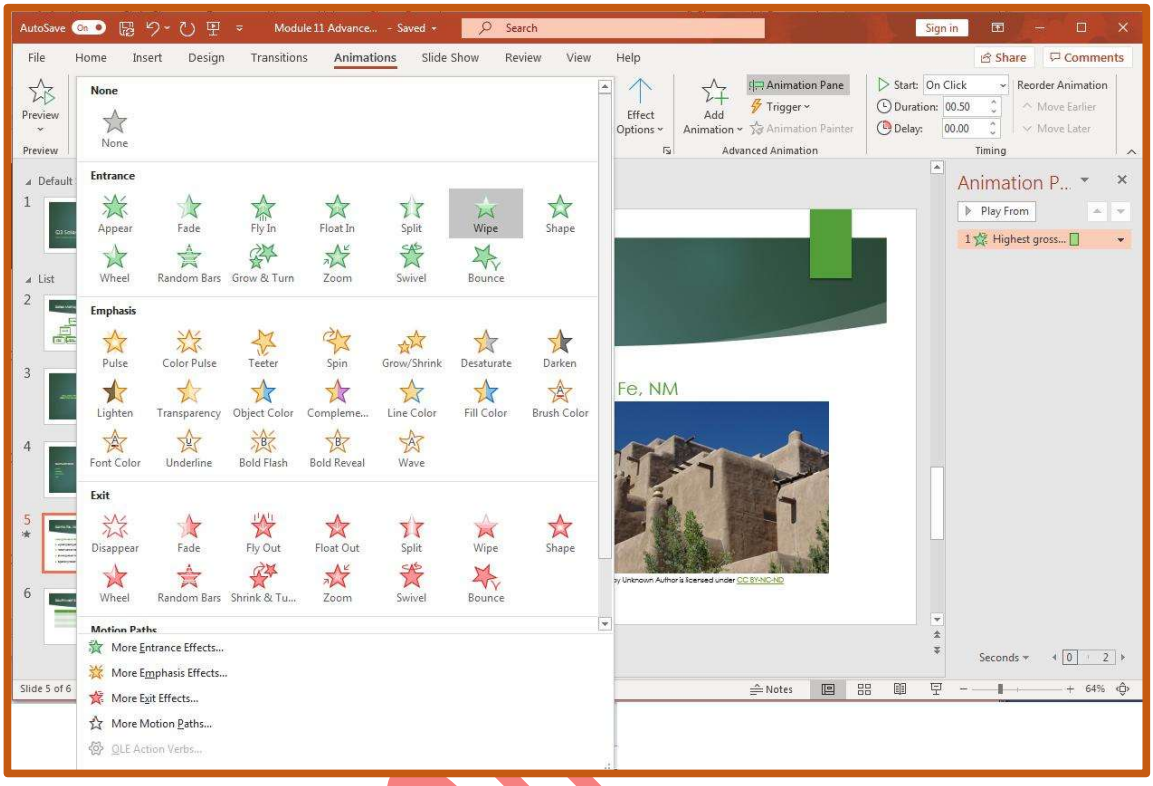
LEARNING HUB
SHAHABAD MARKANDA
CALL- 77000 90800

- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: https://learninghubshahabad.in



Learning



Module 1: Introduction to MS PowerPoint

1. What is MS PowerPoint?
2. Uses of MS PowerPoint
3. Features of MS PowerPoint
4. Versions of MS PowerPoint
5. Starting MS PowerPoint
6. Creating a New Presentation
7. Opening an Existing Presentation
8. Saving a Presentation
9. Closing a Presentation

Learning

- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: https://learninghubshahabad.in

10. Understanding PowerPoint Interface
11. Title Bar
12. Quick Access Toolbar
13. Ribbon
14. Slides Pane
15. Slide Area
16. Notes Pane
17. Status Bar
18. Zoom Slider

Module 2: File Tab (Backstage View)

1. New Presentation
2. Blank Presentation
3. Built-in Templates
4. Open Presentation
5. Recent Presentations
6. Save
7. Save As
8. Browse and Save Location
9. Export Presentation
10. Create PDF
11. Print Presentation
12. Print Settings
13. Share Presentation

Learning HUb

- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: https://learninghubshahabad.in

14. Close Presentation
15. Account Settings
16. PowerPoint Options

Module 3: Home Tab

1. Clipboard Group

- Cut
- Copy
- Paste
- Format Painter

2. Slides Group

- New Slide
- Slide Layout
- Reset Slide
- Section
- Duplicate Slide

3. Font Group

- Font Style
- Font Size
- Bold
- Italic
- Underline
- Strikethrough
- Text Shadow

Learning HUb

- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: https://learninghubshahabad.in

- Font Color
- Change Case
- Clear Formatting

4. Paragraph Group

- Bullets
- Numbering
- Alignment
- Line Spacing
- Increase Indent
- Decrease Indent
- Text Direction
- Align Text
- Convert to SmartArt

5. Drawing Group

- Insert Shapes
- Shape Fill
- Shape Outline
- Shape Effects
- Arrange Objects
- Align Objects
- Group and Ungroup
- Rotate Objects

6. Editing Group

Learning HUb

- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: https://learninghubshahabad.in

- Find
- Replace
- Select

Module 4: Insert Tab

1. Slides

- New Slide

2. Tables

- Insert Table
- Draw Table
- Insert Rows and Columns
- Delete Rows and Columns
- Merge Cells
- Split Cells
- Table Design
- Table Layout

3. Images

- Pictures
- Online Pictures
- Screenshot
- Screen Clipping

4. Illustrations

- Shapes
- Icons

Learning HUb

- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: https://learninghubshahabad.in

- 3D Models
- SmartArt
- Charts

5. Links

- Hyperlink
- Action
- Zoom

6. Comments

- New Comment

7. Text

- Text Box
- Header and Footer
- WordArt
- Date and Time
- Slide Number
- Object

8. Symbols

- Equation
- Symbols

9. Media

- Video
- Audio
- Screen Recording

Learning HUb

- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: https://learninghubshahabad.in

Module 5: Design Tab

1. Themes
2. Built-in Themes
3. Custom Themes
4. Variants
5. Theme Colors
6. Theme Fonts
7. Theme Effects
8. Slide Size
9. Standard Slide Size
10. Widescreen Slide Size
11. Custom Slide Size
12. Format Background
13. Solid Fill
14. Gradient Fill
15. Picture or Texture Fill
16. Pattern Fill
17. Hide Background Graphics

Module 6: Transitions Tab

1. What is Slide Transition?
2. Transition Effects
3. None
4. Fade

Learning HUb

- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: https://learninghubshahabad.in

5. Push
6. Wipe
7. Split
8. Reveal
9. Random Bars
10. Shape
11. Uncover
12. Cover
13. Flash
14. Effect Options
15. Sound
16. Duration
17. Apply to All
18. Advance Slide on Mouse Click
19. Advance Slide Automatically After Time

Module 7: Animations Tab

1. Introduction

- What is Animation?
- Difference Between Animation and Transition

2. Entrance Effects

- Appear
- Fade
- Fly In

Learning HUb

- Float In
- Zoom
- Bounce

3. Emphasis Effects

- Spin
- Grow/Shrink
- Pulse
- Teeter
- Color Pulse

4. Exit Effects

- Disappear
- Fade
- Fly Out
- Zoom
- Shrink

5. Motion Paths

- Lines
- Arcs
- Turns
- Shapes
- Custom Path

6. Animation Settings

- Animation Pane

Learning HUb

- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: https://learninghubshahabad.in

- Add Animation
- Effect Options
- Start On Click
- Start With Previous
- Start After Previous
- Duration
- Delay
- Reorder Animation
- Trigger
- Animation Painter

Module 8: Slide Show Tab

1. Start From Beginning
2. Start From Current Slide
3. Present Online
4. Custom Slide Show
5. Set Up Slide Show
6. Hide Slide
7. Rehearse Timings
8. Record Slide Show
9. Play Narrations
10. Use Timings
11. Show Media Controls
12. Presenter View

Learning HUb

- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: https://learninghubshahabad.in

13. Monitor Settings
14. Laser Pointer
15. Pen and Highlighter
16. End Slide Show

Module 9: Review Tab

1. Spelling Check
2. Thesaurus
3. Check Accessibility
4. Translate
5. Language Settings
6. New Comment
7. Edit Comment
8. Delete Comment
9. Previous Comment
10. Next Comment
11. Compare Presentations
12. Accept and Reject Changes (where supported)

Module 10: View Tab

Presentation Views

1. Normal View
2. Outline View
3. Slide Sorter View
4. Notes Page View

Learning HUb

- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: https://learninghubshahabad.in

5. Reading View
6. Slide Show View

Master Views
7. Slide Master
8. Handout Master
9. Notes Master

Show Group
10. Ruler
11. Gridlines
12. Guides
13. Notes
14. Zoom
15. Fit to Window
16. Color View
17. Grayscale
18. Black and White

Window Group
19. New Window
20. Arrange All
21. Cascade
22. Switch Windows

Module 11: Slide Master and Layout

1. What is Slide Master?
2. Importance of Slide Master
3. Create Slide Master
4. Edit Slide Master
5. Add Logo to All Slides
6. Add Footer to All Slides

Learning HUb

- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: https://learninghubshahabad.in

7. Change Default Fonts
8. Change Theme Colors
9. Create Custom Layout
10. Insert Placeholder
11. Modify Background
12. Close Master View

Module 12: Charts and Data Visualization

1. Introduction to Charts
2. Column Chart
3. Bar Chart
4. Line Chart
5. Pie Chart
6. Doughnut Chart
7. Area Chart
8. Scatter Chart
9. Insert Chart
10. Edit Chart Data
11. Change Chart Type
12. Chart Title
13. Data Labels
14. Legend
15. Chart Styles
16. Format Chart Area

Learning HUb

17. Create SmartArt Diagrams
18. Organization Chart
19. Process Diagram
20. Cycle Diagram
21. Hierarchy Diagram

Module 13: Audio, Video and Multimedia

1. Insert Audio
2. Record Audio
3. Play Audio Across Slides
4. Trim Audio
5. Audio Playback Settings
6. Insert Video
7. Record Video
8. Trim Video
9. Video Playback Settings
10. Video Poster Frame
11. Add Subtitles
12. Screen Recording
13. Compress Media
14. Set Media Start and Stop

Module 14: Advanced PowerPoint Features

1. Hyperlink Between Slides
2. Action Buttons

Learning HUb

3. Interactive Presentations
4. Custom Slide Shows
5. Section Management
6. Zoom Summary
7. Slide Zoom
8. Section Zoom
9. Reuse Slides
10. Embed Excel Files
11. Insert External Objects
12. Protect Presentation
13. Password Protection
14. Compress Pictures
15. Export Slides as Images
16. Create PDF Presentation
17. Create Video from Presentation
18. Record Presentation
19. Package Presentation
20. Introduction to PowerPoint Macros

Module 16: Practical Assignments (Basic to Advanced)

Give these tasks to students after completing the relevant modules.

Level 1 – Basic Assignments

1. Create a presentation on My Introduction (5 slides).
2. Create a presentation on My Family (5 slides).

Learning HUb

3. Create a presentation on My School (6 slides).
4. Create a presentation on Computer Basics (7 slides).
5. Create a presentation on Types of Computers (5 slides).
6. Create a presentation on My Favourite Festival (5 slides).
7. Create a presentation on Importance of Education (6 slides).
8. Create a presentation on Save Environment (6 slides).
9. Create a presentation on Healthy Food (5 slides).
10. Create a presentation on Daily Routine (5 slides).

Level 2 – Formatting and Design Assignments

11. Create a presentation using different themes.
12. Create a presentation using custom background colours.
13. Create a presentation using WordArt and Shapes.
14. Create a presentation with different slide layouts.
15. Create a presentation using bullets and numbering.
16. Create a presentation with pictures and captions.
17. Create a presentation using tables.
18. Create a presentation with page numbers and footer.
19. Create a presentation using SmartArt.
20. Create a presentation with a custom colour theme.

Level 3 – Transition and Animation Assignments

21. Create a presentation using at least 5 transition effects.
22. Apply different entrance animations to text.
23. Apply exit animations to pictures.

Learning HUb

24. Create a presentation using motion paths.
25. Apply multiple animations to one object.
26. Use Animation Pane to manage animation order.
27. Create a presentation with automatic slide timing.
28. Create an animated birthday invitation.
29. Create an animated advertisement.
30. Create a presentation with audio and animation.

Level 4 – Charts and Multimedia Assignments

31. Create a student marks presentation using a column chart.
32. Create a presentation showing monthly sales using a line chart.
33. Create a presentation using a pie chart for family expenses.
34. Create an organization chart of a company.
35. Create a presentation using a process SmartArt.
36. Insert a video into a presentation.
37. Insert background music.
38. Create a presentation using screen recording.
39. Create a presentation with hyperlinks.
40. Create an interactive quiz using action buttons.

Level 5 – Professional Projects

41. Company Profile Presentation

Create 10 slides with company introduction, services, mission, vision, team and contact details.

Learning HUb

LEARNING HUB
SHAHABAD MARKANDA
CALL- 77000 90800

- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

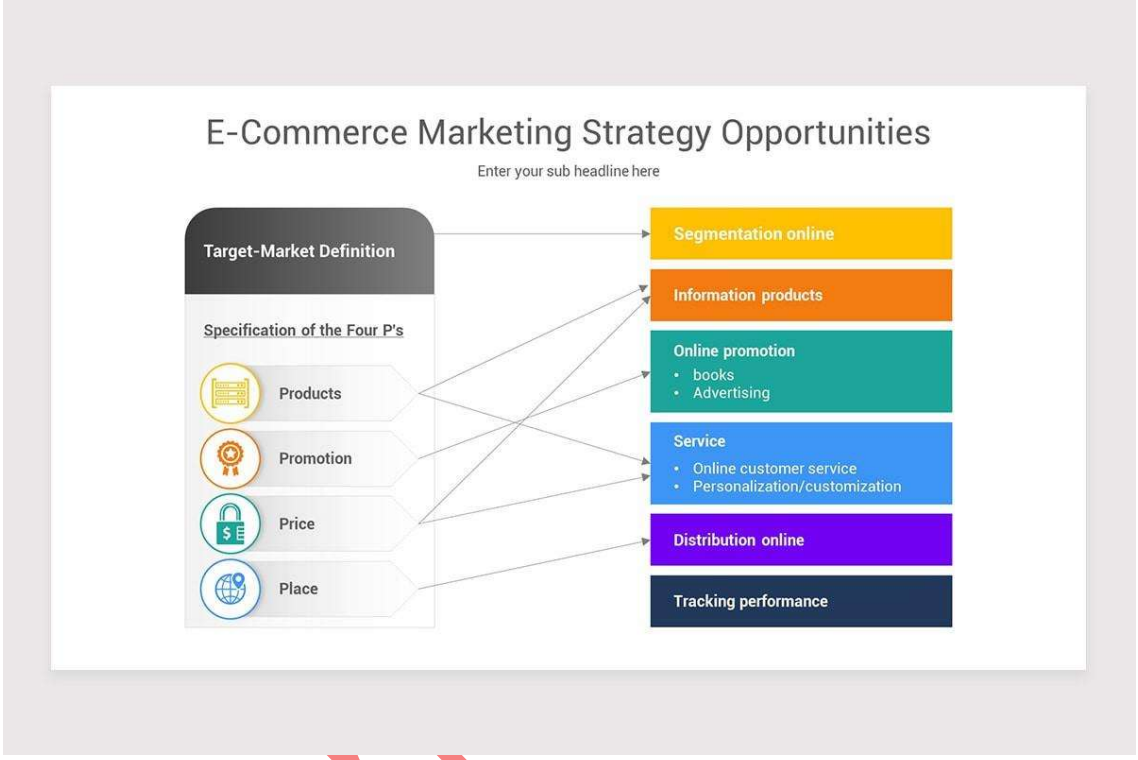
Website: https://learninghubshahabad.in



Learning Hub

Product Marketing Presentation

Create 8 slides advertising a mobile phone, laptop or other product



Tourism Presentation

Create 10 slides about a tourist destination with maps, pictures, hotels and travel information.



LEARNING HUB
SHAHABAD MARKANDA
CALL- 77000 90800

- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

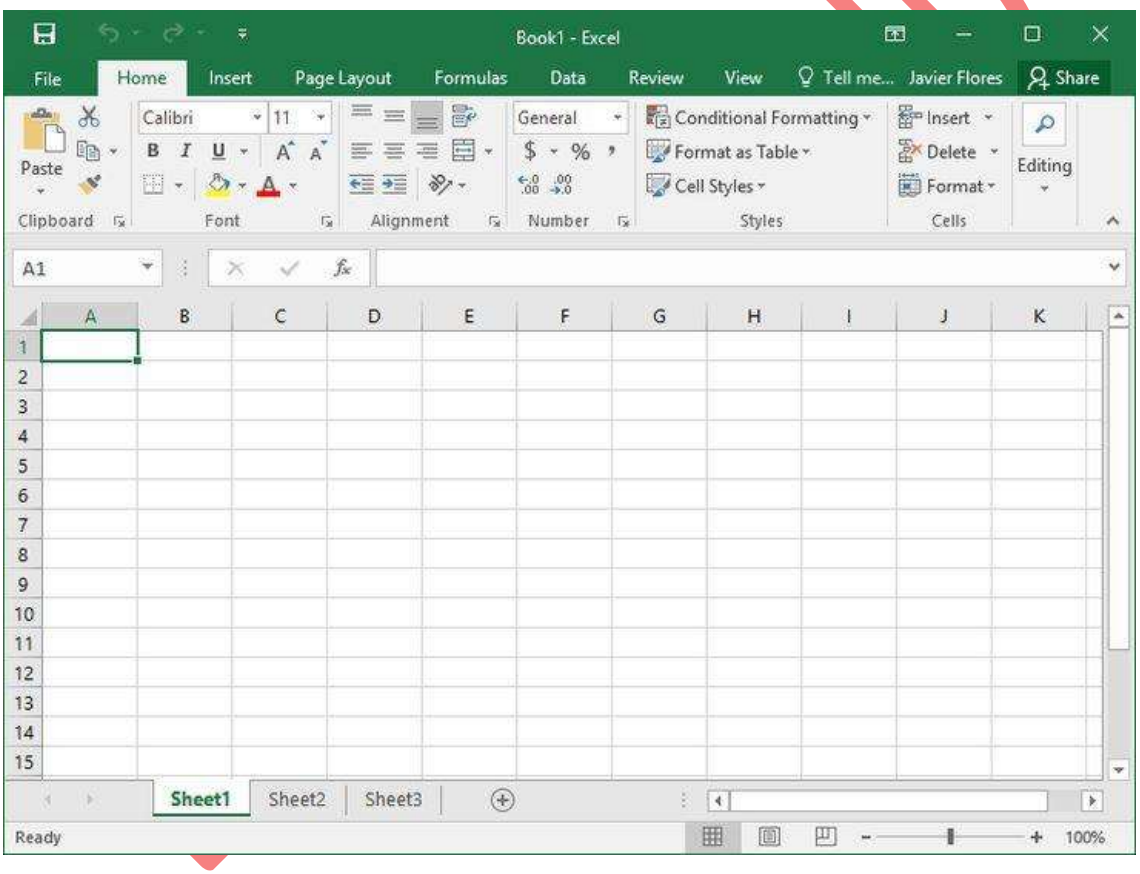
Website: https://learninghubshahabad.in

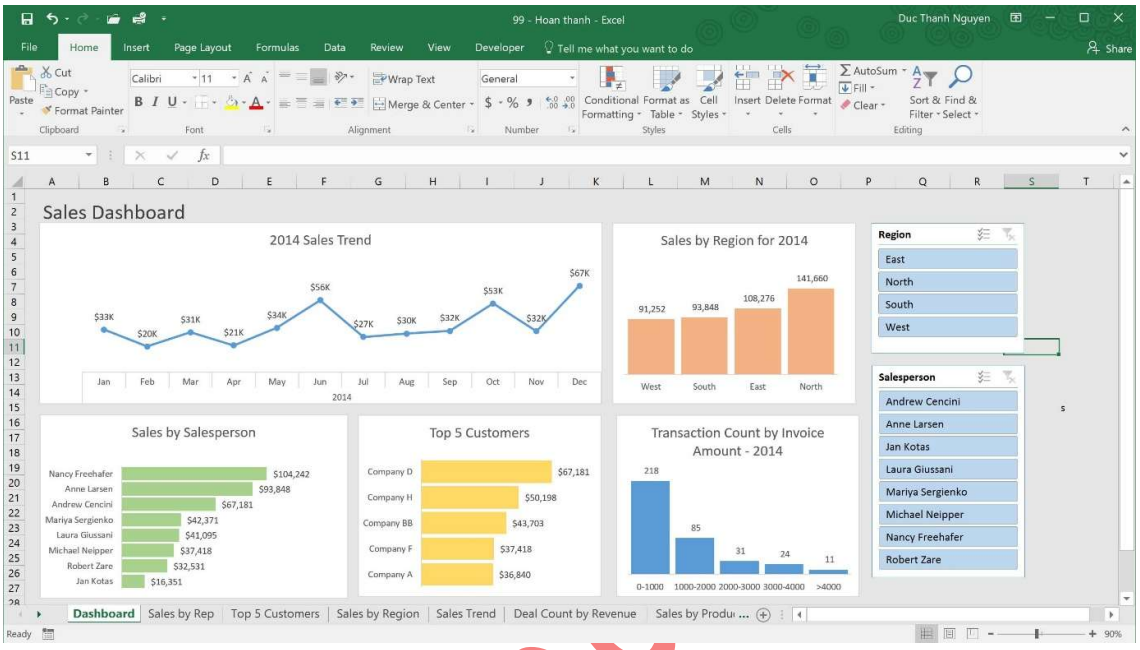
MS Excel – Complete Syllabus (Basic to Advanced)

Beginner to Professional Level

Theory + Practical

This is a complete MS Excel syllabus designed for computer institute students. It covers Excel fundamentals, formatting, formulas, functions, data management, charts, PivotTables, dashboards and advanced tools.





Module 1: Introduction to MS Excel

1. **What is MS Excel?**
2. **Uses of MS Excel**
3. **Features of MS Excel**
4. **Versions of MS Excel**
5. **Starting MS Excel**
6. **Creating a New Workbook**
7. **Opening an Existing Workbook**
8. **Saving a Workbook**
9. **Closing a Workbook**
10. **Introduction to Excel Interface**
11. **Title Bar**

Learning

12. **Quick Access Toolbar**
13. **Ribbon and Tabs**
14. **Formula Bar**
15. **Name Box**
16. **Status Bar**
17. **Worksheet**
18. **Workbook**
19. **Rows and Columns**
20. **Cells and Cell Address**
21. **Active Cell**
22. **Range of Cells**
23. **Row and Column Headings**

Module 2: File Tab

1. **New Workbook**
2. **Open Workbook**
3. **Recent Workbooks**
4. **Save**
5. **Save As**
6. **Browse**
7. **Close**
8. **Info**
9. **Protect Workbook**
10. **Inspect Workbook**

Learning HUb

- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: https://learninghubshahabad.in

11. Manage Workbook

12. Print

13. Print Preview

14. Page Setup

15. Share Workbook

16. Export to PDF

17. Excel Options

Module 3: Home Tab

1. Clipboard Group

- **Cut**
- **Copy**
- **Paste**
- **Paste Special**
- **Format Painter**

2. Font Group

- **Font Style**
- **Font Size**
- **Bold**
- **Italic**
- **Underline**
- **Font Color**
- **Fill Color**
- **Borders**

Learning HUb

- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: https://learninghubshahabad.in

- **Increase Font Size**
- **Decrease Font Size**

3. Alignment Group

- **Left Alignment**
- **Centre Alignment**
- **Right Alignment**
- **Top Alignment**
- **Middle Alignment**
- **Bottom Alignment**
- **Wrap Text**
- **Merge & Centre**
- **Orientation**
- **Indent**

4. Number Group

- **General Format**
- **Number Format**
- **Currency Format**
- **Accounting Format**
- **Date Format**
- **Time Format**
- **Percentage Format**
- **Fraction Format**
- **Comma Style**

Learning HUb

- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: https://learninghubshahabad.in

- **Increase Decimal**
- **Decrease Decimal**

5. Styles Group

- **Conditional Formatting**
- **Format as Table**
- **Cell Styles**

6. Cells Group

- **Insert Cells**
- **Insert Rows**
- **Insert Columns**
- **Delete Cells**
- **Delete Rows**
- **Delete Columns**
- **Format Row Height**
- **Format Column Width**
- **Hide and Unhide**

7. Editing Group

- **AutoSum**
- **Fill**
- **Clear**
- **Sort & Filter**
- **Find**
- **Replace**

Learning HUb

- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: https://learninghubshahabad.in

- **Go To**

Module 4: Worksheet Management

1. **Create Worksheet**
2. **Insert Worksheet**
3. **Rename Worksheet**
4. **Delete Worksheet**
5. **Move Worksheet**
6. **Copy Worksheet**
7. **Hide Worksheet**
8. **Unhide Worksheet**
9. **Change Tab Color**
10. **Group Worksheets**
11. **Protect Worksheet**
12. **Freeze Panes**
13. **Split Window**
14. **Zoom In and Zoom Out**
15. **Select Multiple Sheets**
16. **Workbook Protection**

Module 5: Data Entry and Data Management

1. **Enter Text**
2. **Enter Numbers**
3. **Enter Dates and Time**
4. **Edit Cell Data**

Learning HUb

5. **Delete Cell Data**
6. **AutoFill**
7. **Flash Fill**
8. **Fill Series**
9. **Custom Lists**
10. **Data Validation**
11. **Drop-Down List**
12. **Remove Duplicates**
13. **Text to Columns**
14. **Consolidate Data**
15. **Find and Replace**
16. **Sort A to Z**
17. **Sort Z to A**
18. **Custom Sort**
19. **Filter**
20. **Advanced Filter**

Module 6: Basic Formulas

1. **What is a Formula?**
2. **Formula Structure**
3. **Equal Sign (=)**
4. **Addition (+)**
5. **Subtraction (-)**
6. **Multiplication (*)**

Learning HUb

7. **Division (/)**
8. **Percentage (%)**
9. **Power (^)**
10. **Brackets in Formulas**
11. **Order of Operations**
12. **Relative Cell Reference**
13. **Absolute Cell Reference**
14. **Mixed Cell Reference**
15. **Copying Formulas**
16. **Formula Errors**

Module 7: Basic Excel Functions

Function	Purpose
SUM	Adds numbers
AVERAGE	Calculates average
MIN	Finds minimum value
MAX	Finds maximum value
COUNT	Counts numeric cells
COUNTA	Counts non-empty cells
COUNTBLANK	Counts blank cells
PRODUCT	Multiplies numbers
ROUND	Rounds a number

Learning HUB

- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: https://learninghubshahabad.in

INT	**Returns integer part**
MOD	**Returns remainder**
ABS	**Returns absolute value**
SQRT	**Calculates square root**
POWER	**Calculates power**
RAND	**Generates random number**
TODAY	**Returns current date**
NOW	**Returns current date and time**

Module 8: Logical Functions

1. **IF**
2. **Nested IF**
3. **IFS**
4. **AND**
5. **OR**
6. **NOT**
7. **IFERROR**
8. **IFNA**
9. **TRUE**
10. **FALSE**
11. **SWITCH**

Practical examples:

Learning HUb

- **Pass or Fail**
- **Student Grade**
- **Employee Bonus**
- **Attendance Status**
- **Sales Target Achievement**
- **Salary Calculation**

Module 9: Conditional Functions

1. **SUMIF**
2. **SUMIFS**
3. **COUNTIF**
4. **COUNTIFS**
5. **AVERAGEIF**
6. **AVERAGEIFS**
7. **MAXIFS**
8. **MINIFS**

Practical examples:

- **Calculate sales of a particular product.**
- **Count students who passed.**
- **Calculate department-wise salary.**
- **Find average marks of a particular class.**
- **Calculate monthly sales of a particular salesperson.**

Module 10: Text Functions

1. **LEFT**

Learning HUb

2. **RIGHT**
3. **MID**
4. **LEN**
5. **UPPER**
6. **LOWER**
7. **PROPER**
8. **TRIM**
9. **CLEAN**
10. **CONCAT**
11. **CONCATENATE**
12. **TEXTJOIN**
13. **FIND**
14. **SEARCH**
15. **SUBSTITUTE**
16. **REPLACE**
17. **TEXT**
18. **VALUE**
19. **EXACT**
20. **REPT**

Practical examples:

- **Extract first name and last name.**
- **Convert names into uppercase and lowercase.**
- **Remove extra spaces.**

Learning HUb

- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: https://learninghubshahabad.in

- **Separate student names.**
- **Combine first name and surname.**
- **Extract mobile number digits from text.**

Module 11: Lookup and Reference Functions

1. **VLOOKUP**
2. **HLOOKUP**
3. **XLOOKUP**
4. **LOOKUP**
5. **INDEX**
6. **MATCH**
7. **INDEX + MATCH**

Practical examples:

- **Find employee salary using Employee ID.**
- **Search student marks using Roll Number.**
- **Find product price using Product Code.**
- **Retrieve department details using Employee Name.**
- **Create an automatic product billing system.**

Module 12: Date and Time Functions

1. **TODAY**
2. **NOW**
3. **DATE**
4. **DAY**
5. **MONTH**

Learning HUb

- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: https://learninghubshahabad.in

6. **YEAR**
7. **TIME**
8. **HOUR**
9. **MINUTE**
10. **SECOND**
11. **DATEDIF**
12. **DAYS**
13. **DAYS360**
14. **EDATE**
15. **EOMONTH**
16. **WEEKDAY**
17. **WEEKNUM**
18. **WORKDAY**
19. **NETWORKDAYS**
20. **YEARFRAC**

Practical examples:

- **Calculate employee age.**
- **Calculate employee experience.**
- **Calculate remaining days for payment.**
- **Find monthly working days.**
- **Calculate loan due dates.**
- **Prepare an attendance sheet.**

Module 13: Statistical Functions

Learning HUb

- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: https://learninghubshahabad.in

1. **MEDIAN**
2. **MODE.SNGL**
3. **LARGE**
4. **SMALL**
5. **RANK.EQ**
6. **RANK.AVG**
7. **PERCENTILE.INC**
8. **CORREL**
9. **COUNTBLANK**
10. **COUNTIFS**

Practical examples:

- **Find highest and lowest marks.**
- **Calculate student ranking.**
- **Calculate median salary.**
- **Find most repeated product.**
- **Analyse monthly sales performance.**

Module 14: Financial Functions

1. **PMT**
2. **IPMT**
3. **PPMT**
4. **PV**
5. **FV**
6. **NPV**

Learning HUb

- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: https://learninghubshahabad.in

7. **IRR**
8. **RATE**
9. **NPER**
10. **CUMIPMT**
11. **CUMPRINC**

Practical examples:

- **Home loan EMI calculator.**
- **Car loan EMI calculator.**
- **Monthly savings calculator.**
- **Investment return calculation.**
- **Loan interest calculation.**

Module 15: Conditional Formatting

1. **Highlight Cell Rules**
2. **Greater Than**
3. **Less Than**
4. **Between**
5. **Equal To**
6. **Text That Contains**
7. **Duplicate Values**
8. **Unique Values**
9. **Top 10 Items**
10. **Bottom 10 Items**
11. **Above Average**

Learning HUb

12. Below Average

13. Data Bars

14. Color Scales

15. Icon Sets

16. New Rule

17. Manage Rules

18. Formula-Based Conditional Formatting

Practical examples:

- **Highlight marks below 33.**
- **Highlight duplicate mobile numbers.**
- **Show highest sales in green.**
- **Highlight pending fees in red.**
- **Show attendance using colour scales.**

Module 16: Data Tab – Advanced Data Management

1. Get & Transform Data

- **Get Data**
- **From Text/CSV**
- **From Workbook**
- **From Web**
- **Remove Columns**
- **Remove Duplicates**
- **Split Columns**

2. Data Tools

Learning HUb

- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: https://learninghubshahabad.in

- **Text to Columns**
- **Flash Fill**
- **Remove Duplicates**
- **Data Validation**
- **Consolidate**

3. Forecast and Analysis

- **What-If Analysis**
- **Goal Seek**
- **Scenario Manager**
- **Data Tables**
- **Forecast Sheet**
- **Solver Add-in (where available)**

Module 17: Tables in Excel

1. **What is an Excel Table?**
2. **Create Table**
3. **Format as Table**
4. **Table Styles**
5. **Table Design**
6. **Table Name**
7. **Header Row**
8. **Total Row**
9. **Banded Rows**
10. **Filter Buttons**

Learning HUb

- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: https://learninghubshahabad.in

11. Insert Table Rows

12. Delete Table Rows

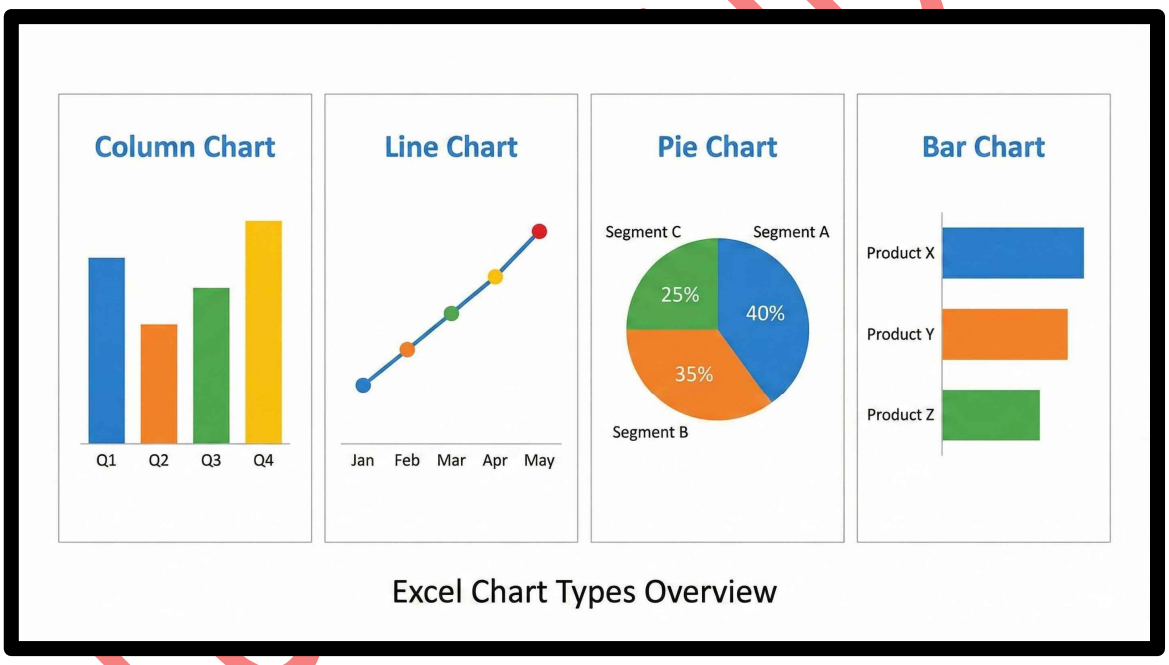
13. Structured References

14. Convert Table to Range

15. Remove Duplicate Records

16. Sorting and Filtering Tables

Module 18: Charts and Graphs



1. Basic Charts

- **Column Chart**
- **Bar Chart**
- **Line Chart**
- **Pie Chart**

- **Doughnut Chart**
- **Area Chart**

2. Advanced Charts

- **Scatter Chart**
- **Bubble Chart**
- **Stock Chart**
- **Radar Chart**
- **Histogram**
- **Pareto Chart**
- **Waterfall Chart**
- **Funnel Chart**
- **Treemap Chart**
- **Sunburst Chart**
- **Combo Chart**

3. Chart Formatting

- **Chart Title**
- **Axis Title**
- **Data Labels**
- **Legend**
- **Gridlines**
- **Chart Styles**
- **Chart Filters**
- **Change Chart Type**

Learning HUb

- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: https://learninghubshahabad.in

- **Move Chart**
- **Format Data Series**

Module 19: PivotTable and PivotChart

1. **What is PivotTable?**
2. **Create PivotTable**
3. **Select Data Source**
4. **Rows Area**
5. **Columns Area**
6. **Values Area**
7. **Filters Area**
8. **Sum and Count**
9. **Average in PivotTable**
10. **Group Dates**
11. **Group Numbers**
12. **Sort PivotTable**
13. **Filter PivotTable**
14. **Slicers**
15. **Timeline**
16. **Refresh PivotTable**
17. **Change Data Source**
18. **Show Values As**
19. **Calculated Fields**
20. **PivotChart**

Learning HUb

- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: https://learninghubshahabad.in

21. **PivotTable Formatting**

Practical examples:

- **Department-wise salary report.**
- **Monthly sales analysis.**
- **Product-wise profit report.**
- **City-wise sales report.**
- **Student subject-wise marks analysis.**

Module 20: Dashboard Creation

1. **What is an Excel Dashboard?**
2. **Dashboard Planning**
3. **Data Cleaning**
4. **Data Preparation**
5. **KPI Cards**
6. **Total Sales**
7. **Total Profit**
8. **Total Expenses**
9. **Total Customers**
10. **Charts and Graphs**
11. **PivotTables**
12. **PivotCharts**
13. **Slicers**
14. **Timeline Filters**
15. **Interactive Dashboard**

Learning HUb

16. **Dashboard Formatting**
17. **Dynamic Titles**
18. **Print Dashboard**
19. **Dashboard Protection**



Module 21: What-If Analysis

1. **Goal Seek**
2. **Scenario Manager**
3. **Data Table**
4. **One-Variable Data Table**
5. **Two-Variable Data Table**
6. **Solver**
7. **Forecasting**
8. **Break-Even Analysis**

Learning

- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: https://learninghubshahabad.in

9. **Profit and Loss Analysis**
10. **Target-Based Calculation**

Practical examples:

- **Find required sales to achieve a profit target.**
- **Calculate EMI for different interest rates.**
- **Calculate selling price for a desired profit.**
- **Prepare different business investment scenarios.**

Module 22: Advanced Excel Tools

1. **FILTER**
2. **SORT**
3. **SORTBY**
4. **UNIQUE**
5. **SEQUENCE**
6. **Trace Precedents**
7. **Trace Dependents**
8. **Show Formulas**
9. **Evaluate Formula**
10. **Watch Window**

Note: Dynamic array and newer functions depend on Excel version. LAMBDA and some functions require Microsoft 365 or supported newer versions.

Module 23: Protection and Security

1. **Protect Worksheet**
2. **Protect Workbook**

Learning HUb

- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: https://learninghubshahabad.in

3. **Lock Cells**
4. **Unlock Cells**
5. **Hide Formulas**
6. **Password Protection**
7. **Allow Users to Edit Ranges**
8. **Restrict Editing**
9. **Mark as Final**
10. **File Encryption**

Module 24: Page Layout and Printing

1. **Page Margins**
2. **Orientation**
3. **Paper Size**
4. **Print Area**
5. **Page Break**
6. **Page Break Preview**
7. **Scale to Fit**
8. **Print Titles**
9. **Header and Footer**
10. **Page Number**
11. **Gridlines in Print**
12. **Print Row and Column Headings**
13. **Print Selection**
14. **Print Entire Workbook**

Learning HUb

- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: https://learninghubshahabad.in

15. **Export to PDF**

Module 25: View Tab

1. **Normal View**
2. **Page Layout View**
3. **Page Break Preview**
4. **Custom Views**
5. **Workbook Views**
6. **Show Gridlines**
7. **Show Headings**
8. **Formula Bar**
9. **Freeze Top Row**
10. **Freeze First Column**
11. **Freeze Panes**
12. **Split Window**
13. **New Window**
14. **Arrange All**
15. **Zoom**
16. **Zoom to Selection**
17. **Hide and Unhide Window**

Module 28: Practical Assignments (Basic to Advanced)

These assignments can be given to students after completing the relevant topics.

Level 1 – Basic Assignments

1. **Create a student information sheet with 15 students.**

Learning HUb

2. **Create a school fee record.**
3. **Create an employee information sheet.**
4. **Create a monthly attendance sheet.**
5. **Create a daily expense sheet.**
6. **Create a mobile shop product list.**
7. **Create a grocery shop price list.**
8. **Create a student marksheet.**
9. **Create a monthly salary sheet.**
10. **Create a school timetable.**

Level 2 – Formula Assignments

11. **Calculate total marks using SUM.**
12. **Calculate average marks using AVERAGE.**
13. **Find highest and lowest marks.**
14. **Calculate percentage of students.**
15. **Calculate pass or fail using IF.**
16. **Calculate grades using Nested IF.**
17. **Calculate employee bonus using IF.**
18. **Calculate department-wise salary using SUMIF.**
19. **Count passed students using COUNTIF.**
20. **Calculate product-wise sales using SUMIFS.**

Level 3 – Intermediate Assignments

21. **Create a jewellery shop sales report.**
22. **Create a restaurant billing sheet.**

Learning HUb

23. Create a supermarket stock register.

24. Create an employee salary and deduction sheet.

25. Create a coaching centre fee management system.

26. Create a hospital patient record.

27. Create a library book management sheet.

28. Create a monthly electricity bill calculator.

29. Create a student result management system.

30. Create a daily cashbook.

Level 4 – Advanced Formula Assignments

31. Create an employee salary lookup system using VLOOKUP.

32. Create a student marks search system using XLOOKUP.

33. Separate first name and last name using text functions.

34. Calculate employee experience using DATEDIF.

35. Create a monthly working days calculator.

36. Create a product-wise billing system using INDEX and MATCH.

37. Calculate department-wise average salary using AVERAGEIFS.

38. Create a customer duplicate checking system.

39. Create a dynamic product search using FILTER.

40. Create an automatic student ranking system using RANK.EQ.

Level 5 – Data Management Assignments

41. Create a 100-record employee database and apply filters.

42. Sort a product list by price from highest to lowest.

43. Remove duplicate customer records.

Learning HUb

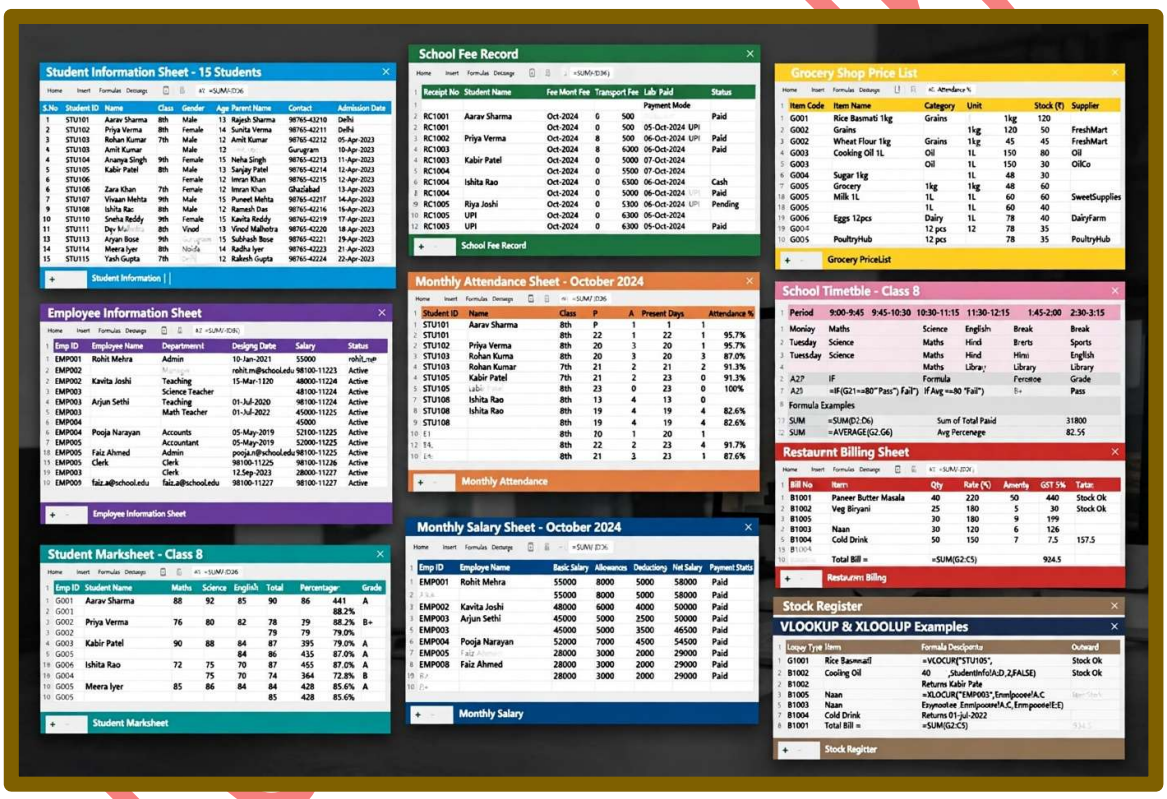
44. Create a drop-down list for department names.

45. Apply conditional formatting to a marksheet.

46. Separate full names using Text to Columns.

47. Use Flash Fill to complete missing data.

48. Create a multi-level sorting report.



- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: https://learninghubshahabad.in

MS Access – Complete Syllabus (Basic to Advanced)

Beginner to Professional Level

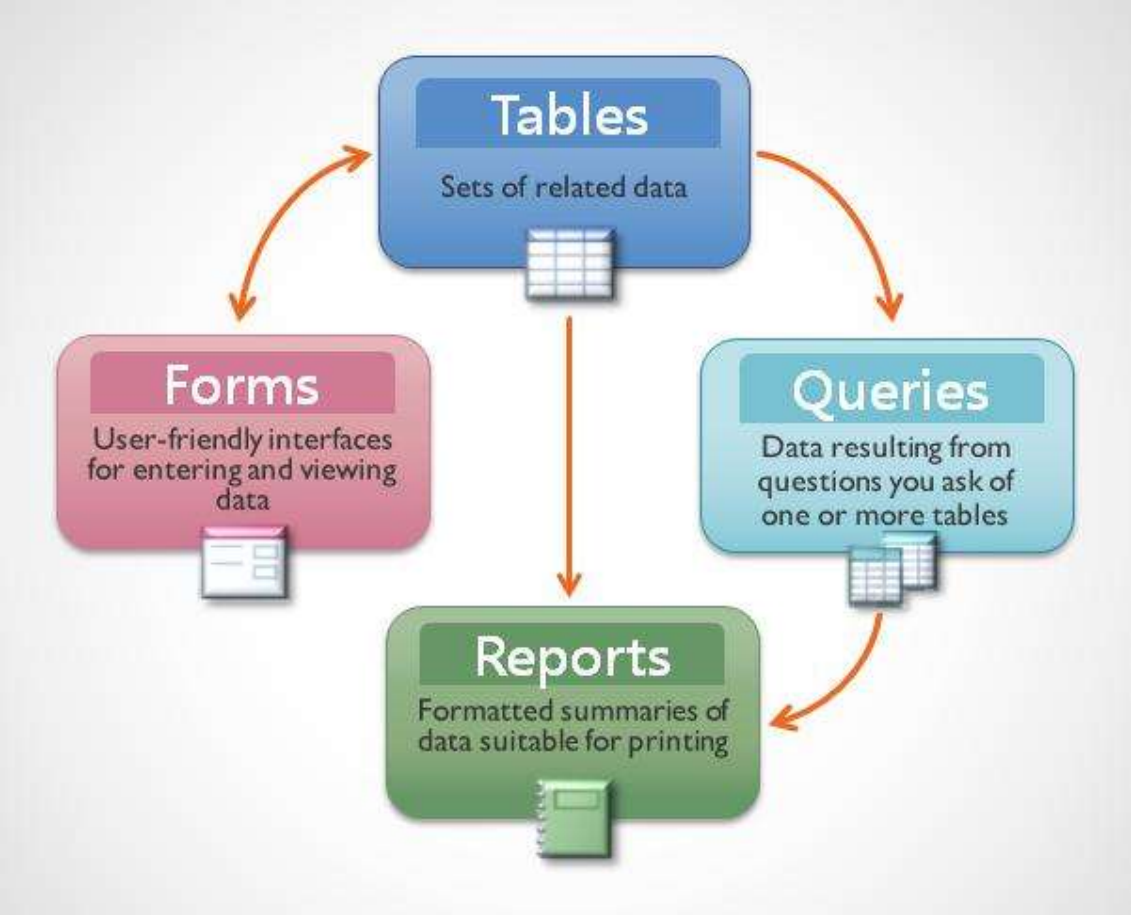
Theory + Practical

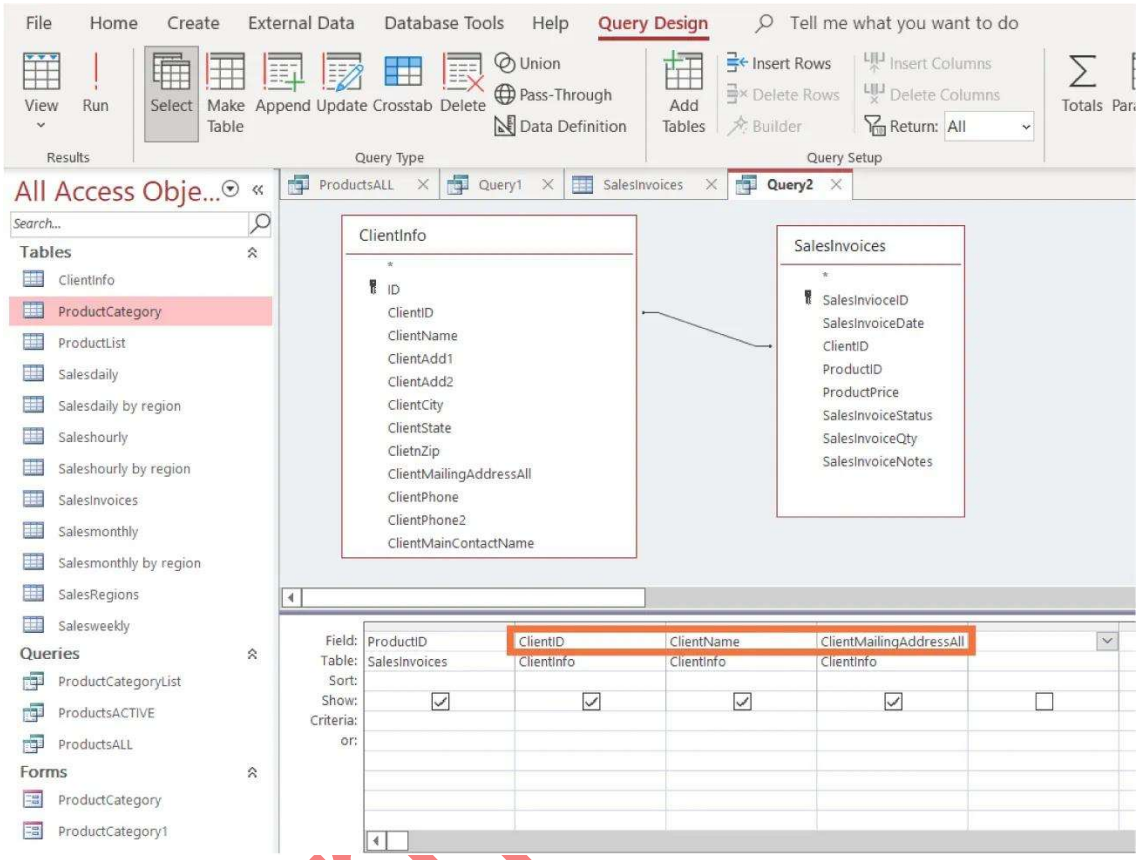
MS Access (Microsoft Access) is a Database Management System (DBMS) developed by Microsoft. It is used to create, store, manage, search and analyse data using databases.

Learning HUB

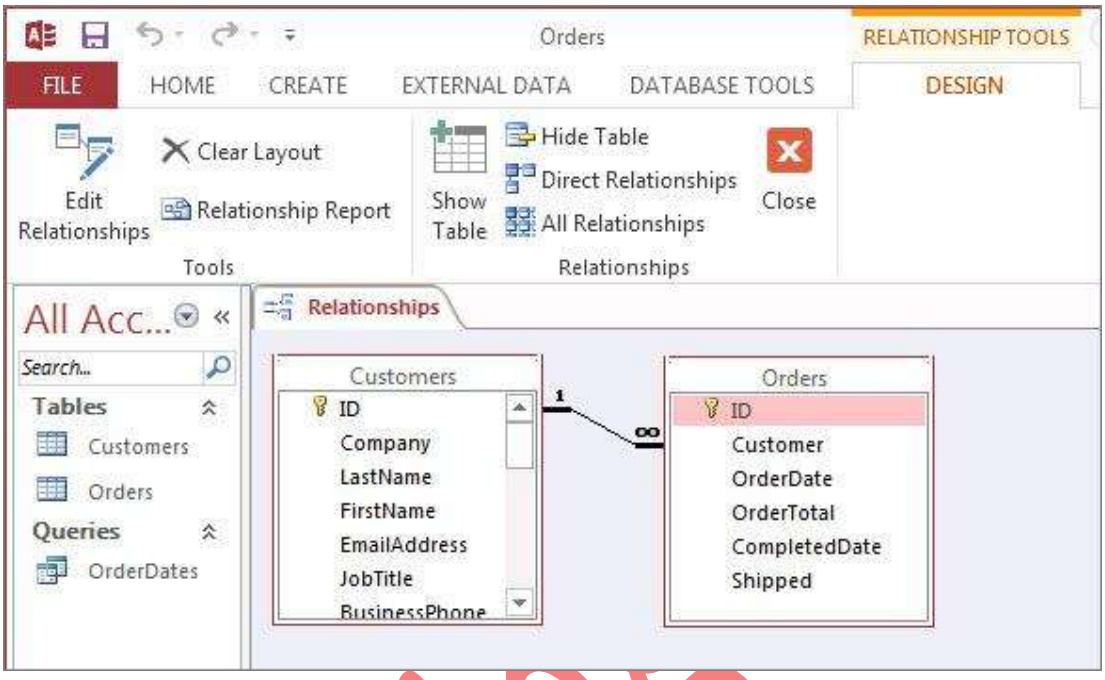
- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: https://learninghubshahabad.in




File
Home
Create
External Data
Database Tools
Help
Query Design
Tell me what you want to do
View
Run
Select
Make Table
Append
Update
Crosstab
Delete
Union
Pass-Through
Data Definition
Add Tables
Insert Rows
Delete Rows
Builder
Insert Columns
Delete Columns
Return: All
Totals
Results
Query Type
Query Setup
All Access Obje...
Search...
Tables
ClientInfo
ProductCategory
ProductList
Salesdaily
Salesdaily by region
Saleshourly
Saleshourly by region
SalesInvoices
Salesmonthly
Salesmonthly by region
SalesRegions
Salesweekly
Queries
ProductCategoryList
ProductsACTIVE
ProductsALL
Forms
ProductCategory
ProductCategory1
ProductsALL
Query1
SalesInvoices
Query2
ClientInfo
ID
ClientID
ClientName
ClientAdd1
ClientAdd2
ClientCity
ClientState
ClietnZip
ClientMailingAddressAll
ClientPhone
ClientPhone2
ClientMainContactName
SalesInvoices
SalesInvioceID
SalesInvoiceDate
ClientID
ProductID
ProductPrice
SalesInvoiceStatus
SalesInvoiceQty
SalesInvoiceNotes
Field:
Table:
Sort:
Show:
Criteria:
or:
ProductID
SalesInvoices
ClientID
ClientInfo
ClientName
ClientInfo
ClientMailingAddressAll
ClientInfo

Learn



Module 1: Introduction to MS Access

1. **What is MS Access?**
2. **What is a Database?**
3. **What is DBMS?**
4. **What is RDBMS?**
5. **Uses of MS Access**
6. **Features of MS Access**
7. **Advantages and Disadvantages**
8. **MS Access vs MS Excel**
9. **Versions of MS Access**
10. **Starting MS Access**
11. **Creating a Blank Database**

Learning

- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: https://learninghubshahabad.in

12. **Using Database Templates**
13. **Opening an Existing Database**
14. **Saving and Closing Database**
15. **Introduction to MS Access Interface**
16. **Navigation Pane**
17. **Ribbon**
18. **Title Bar**
19. **Status Bar**
20. **Database Objects**

Module 2: Database Fundamentals

1. **What is Data?**
2. **What is Information?**
3. **What is a Database?**
4. **What is a Table?**
5. **What is a Record?**
6. **What is a Field?**
7. **What is a Primary Key?**
8. **What is a Foreign Key?**
9. **What is a Candidate Key?**
10. **What is a Composite Key?**
11. **What is a Unique Key?**
12. **What is a Relationship?**
13. **What is Database Schema?**

Learning HUb

- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: https://learninghubshahabad.in

14. **What is Data Redundancy?**
15. **What is Data Integrity?**
16. **Introduction to Normalization**
17. **First Normal Form (1NF)**
18. **Second Normal Form (2NF)**
19. **Third Normal Form (3NF)**

Module 3: Tables in MS Access

1. **What is a Table?**
2. **Create Table in Datasheet View**
3. **Create Table in Design View**
4. **Add Fields**
5. **Delete Fields**
6. **Rename Fields**
7. **Insert Records**
8. **Edit Records**
9. **Delete Records**
10. **Save Table**
11. **Rename Table**
12. **Copy Table**
13. **Delete Table**
14. **Sort Records**
15. **Filter Records**
16. **Hide and Unhide Columns**

Learning HUb

17. **Change Column Width**
18. **Change Row Height**
19. **Find and Replace**
20. **Set Primary Key**

Module 4: Field Data Types

Data Type	Purpose
Short Text	Names and addresses
Long Text	Long descriptions
Number	Numeric values
Large Number	Large integer values
Date/Time	Dates and time
Currency	Money values
AutoNumber	Automatic numbering
Yes/No	True or False
Hyperlink	Website or email links
Attachment	Attach files
OLE Object	Embedded objects
Calculated	Calculated field
Lookup Wizard	Select values from a list or another source

Module 5: Field Properties

1. **Field Size**

Learning HUb

2. **Format**
3. **Decimal Places**
4. **Input Mask**
5. **Caption**
6. **Default Value**
7. **Validation Rule**
8. **Validation Text**
9. **Required**
10. **Indexed**
11. **Allow Zero Length**
12. **New Values**
13. **Lookup Properties**

Practical examples:

- **Mobile number input mask.**
- **Salary must be greater than zero.**
- **Age must be between 18 and 60.**
- **Department field with a drop-down list.**
- **Date of joining with a default date.**

Module 6: Relationships

1. **What is a Relationship?**
2. **One-to-One Relationship**
3. **One-to-Many Relationship**
4. **Many-to-Many Relationship**

Learning HUb

5. **Primary Key and Foreign Key**
6. **Create Relationships**
7. **Edit Relationships**
8. **Delete Relationships**
9. **Referential Integrity**
10. **Cascade Update Related Fields**
11. **Cascade Delete Related Records**
12. **Relationship Diagram**

Module 7: Queries

1. **What is a Query?**
2. **Uses of Queries**
3. **Select Query**
4. **Simple Query Wizard**
5. **Query Design View**
6. **Criteria in Queries**
7. **AND Condition**
8. **OR Condition**
9. **Sorting in Queries**
10. **Filtering in Queries**
11. **Parameter Query**
12. **Wildcard Characters**
13. **Calculated Fields**
14. **Totals Query**

Learning HUb

- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: https://learninghubshahabad.in

15. **Crosstab Query**
16. **Find Duplicates Query**
17. **Find Unmatched Query**
18. **Update Query**
19. **Delete Query**
20. **Append Query**
21. **Make Table Query**
22. **SQL View**

Practical examples:

- **Find students who scored above 80 marks.**
- **Find employees with salary above ₹25,000.**
- **Search customers from a particular city.**
- **Find products with stock below 10.**
- **Find students whose fees are pending.**

Module 8: Forms

1. **What is a Form?**
2. **Uses of Forms**
3. **Create Form**
4. **Form Wizard**
5. **Blank Form**
6. **Form Design View**
7. **Form Layout View**
8. **Form View**

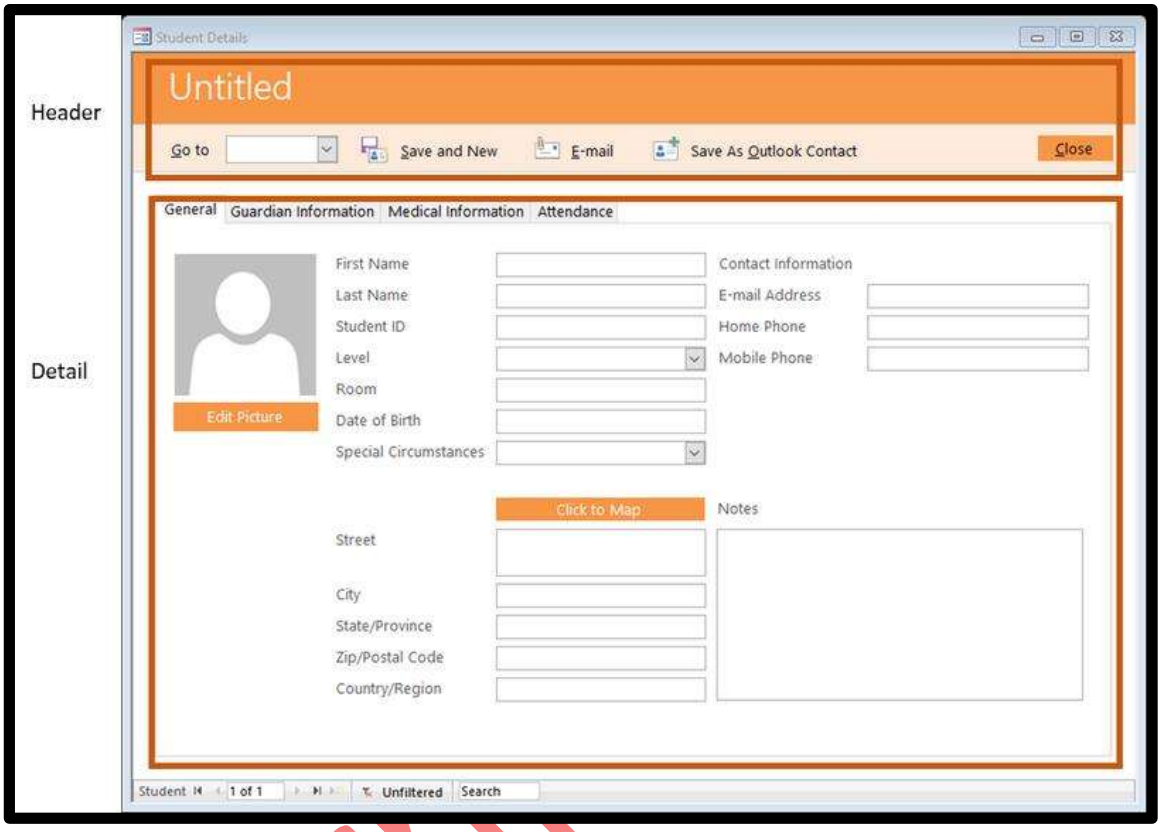
Learning HUb

9. **Add Text Box**
10. **Add Label**
11. **Add Button**
12. **Add Combo Box**
13. **Add List Box**
14. **Add Check Box**
15. **Add Option Button**
16. **Add Image**
17. **Form Header**
18. **Form Footer**
19. **Record Navigation**
20. **Form Formatting**
21. **Bound and Unbound Controls**
22. **Main Form and Subform**

Learning HUb

- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: https://learninghubshahabad.in



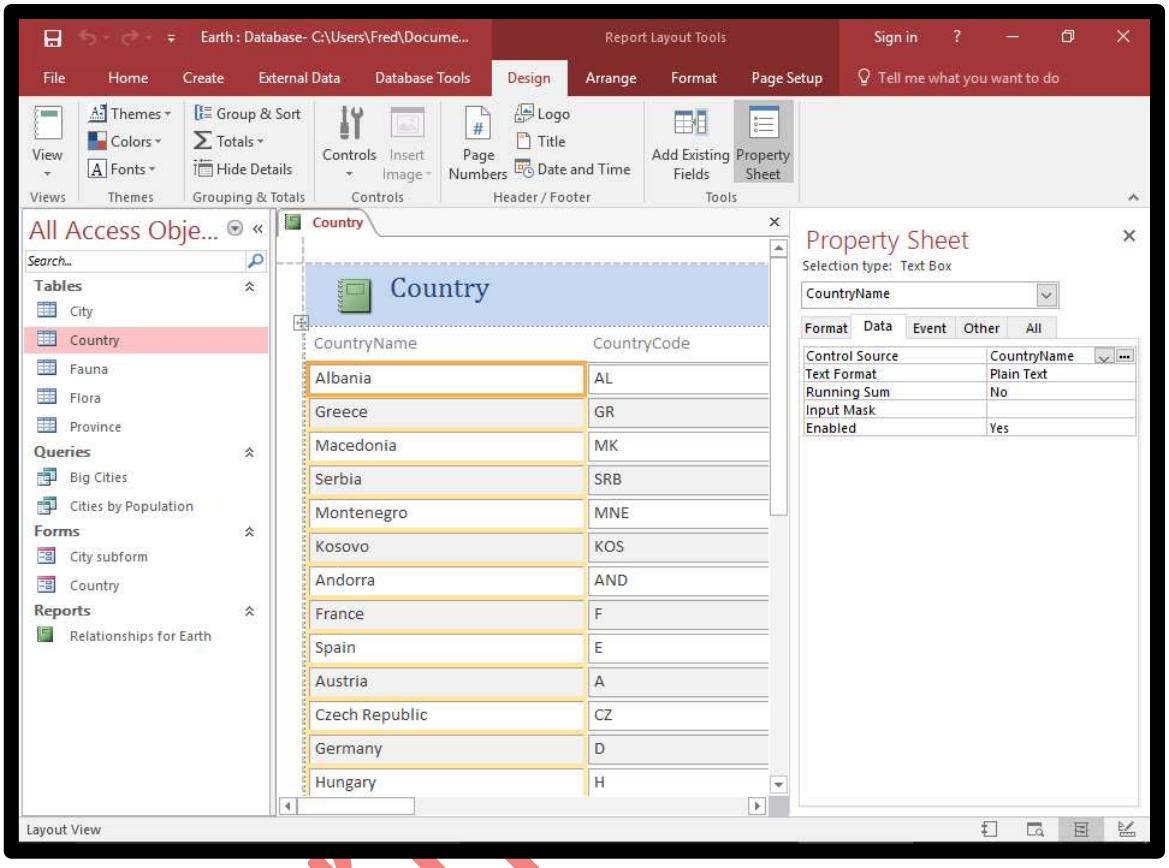
Module 9: Reports

1. **What is a Report?**
2. **Uses of Reports**
3. **Create Report**
4. **Report Wizard**
5. **Blank Report**
6. **Report Design View**
7. **Report Layout View**
8. **Grouping Records**

Learn

9. **Sorting Records**
10. **Report Header**
11. **Report Footer**
12. **Page Header**
13. **Page Footer**
14. **Add Logo**
15. **Add Images**
16. **Add Calculated Fields**
17. **Totals and Subtotals**
18. **Print Preview**
19. **Page Setup**
20. **Export Report to PDF**
21. **Export Report to Excel**

Learning HUb



Module 10: Macros in MS Access

1. **What is a Macro?**
2. **Uses of Macros**
3. **Create Macro**
4. **OpenForm**
5. **OpenReport**
6. **OpenQuery**
7. **CloseWindow**
8. **MessageBox**

9. **SetValue**
10. **RunCommand**
11. **ApplyFilter**
12. **AutoExec Macro**
13. **Embedded Macros**
14. **Macro Debugging**
15. **Assign Macro to Button**

Module 11: SQL in MS Access

1. **Introduction to SQL**
2. **What is SQL?**
3. **SELECT Statement**
4. **FROM Clause**
5. **WHERE Clause**
6. **ORDER BY**
7. **GROUP BY**
8. **HAVING**
9. **INSERT INTO**
10. **UPDATE**
11. **DELETE**
12. **CREATE TABLE**
13. **ALTER TABLE**
14. **DROP TABLE**
15. **INNER JOIN**

Learning HUb

- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: https://learninghubshahabad.in

16. **LEFT JOIN**
17. **RIGHT JOIN**
18. **Aggregate Functions**

- **SUM()**
- **AVG()**
- **COUNT()**
- **MIN()**
- **MAX()**

Module 15: Practical Assignments (Basic to Advanced)

Level 1 – Basic Assignments

1. **Create a student database with 20 students.**
2. **Create an employee database.**
3. **Create a customer database.**
4. **Create a product database.**
5. **Create a library book database.**
6. **Create a hospital patient database.**
7. **Create a school teacher database.**
8. **Create a mobile shop database.**
9. **Create a bank customer database.**
10. **Create a coaching centre database.**

Level 2 – Table and Relationship Assignments

11. **Create Student and Course tables.**
12. **Create Employee and Department tables.**

Learning HUb

13. Create Customer and Order tables.

14. Create Product and Supplier tables.

15. Create Patient and Doctor tables.

16. Set primary keys in all tables.

17. Create one-to-many relationships.

18. Create a many-to-many relationship using a junction table.

19. Apply validation rules.

20. Create drop-down fields using Lookup Wizard.

Level 3 – Query Assignments

21. Find students who scored more than 75 marks.

22. Find employees earning above ₹30,000.

23. Find customers from Ambala.

24. Find products with stock below 20.

25. Find students with pending fees.

26. Find employees who joined after 1 January 2025.

27. Calculate total sales using a Totals Query.

28. Find duplicate customer records.

29. Update product prices by 10%.

30. Create a query for monthly sales.

Level 4 – Form Assignments

31. Create a student admission form.

32. Create an employee registration form.

33. Create a customer entry form.

Learning HUb

34. **Create a hospital patient registration form.**
35. **Create a product entry form.**
36. **Create a library book issue form.**
37. **Create a login-style navigation form.**
38. **Create a main form with a subform.**
39. **Create a search form using Combo Box.**
40. **Create a form with Save, Add New and Close buttons.**

Level 5 – Report Assignments

41. **Create a student marks report.**
42. **Create an employee salary report.**
43. **Create a monthly sales report.**
44. **Create a customer list report.**
45. **Create a hospital patient report.**
46. **Create a library book report.**
47. **Create a department-wise employee report.**
48. **Create a product stock report.**
49. **Create a fee collection report.**
50. **Create a yearly business report.**

Professional Database Projects

1. School Management System

- **Student registration**
- **Teacher records**

Learning HUb

- **Fee management**
- **Attendance**
- **Marks and result reports**

2. Hospital Management System

- **Patient records**
- **Doctor details**
- **Appointment records**
- **Medicine records**
- **Billing reports**

3. Inventory Management System

- **Product records**
- **Supplier details**
- **Stock In and Stock Out**
- **Reorder levels**
- **Stock reports**

4. Employee Payroll System

- **Employee registration**
- **Department details**
- **Attendance**
- **Salary calculation**
- **Payslip reports**

5. Library Management System

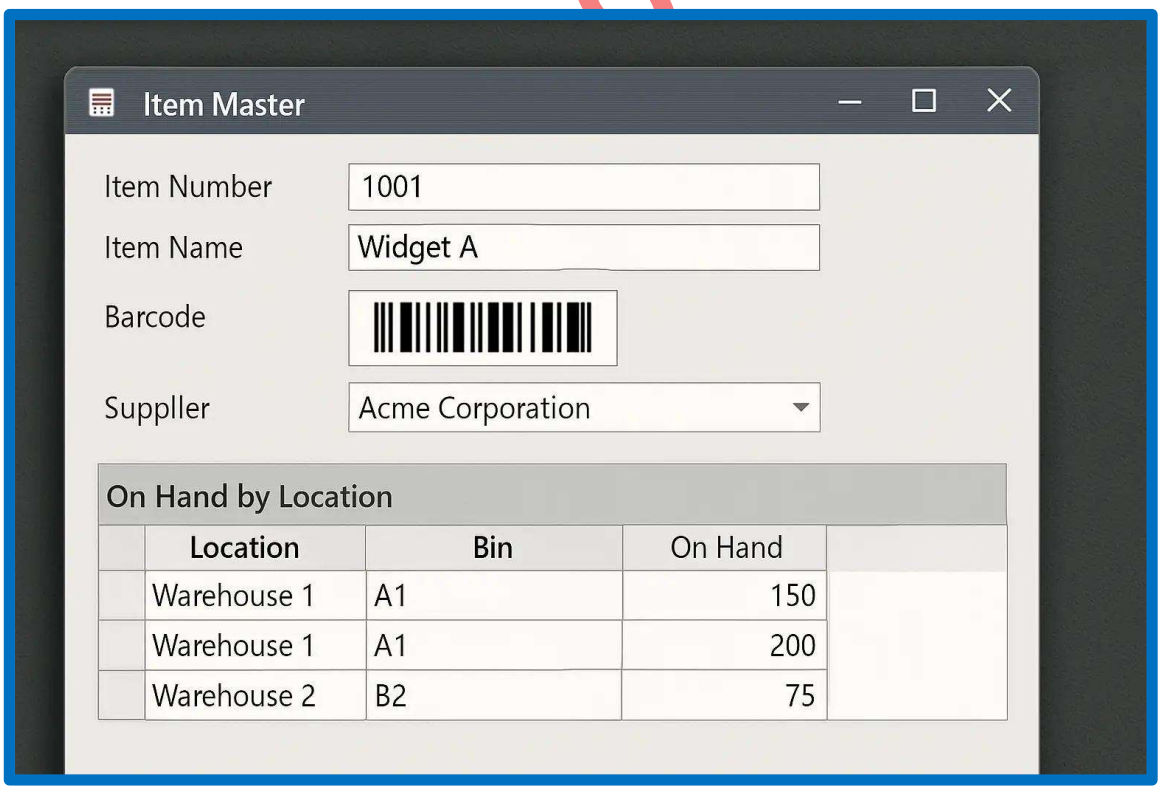
- **Book records**

Learning HUb

- **Member records**
- **Book issue**
- **Book return**
- **Fine calculation**

6. Shop Management System

- **Customer records**
- **Product details**
- **Sales and purchases**
- **Billing**
- **Profit and sales reports**



LEARNING HUB
SHAHABAD MARKANDA
CALL- 77000 90800

- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: https://learninghubshahabad.in

