



CP-DLM

CERTIFIED PROFESSIONAL IN DIGITAL LEARNING & MIS

Duration: 6 MONTHS

Registered Under





TRAINING & ASSESSMENT PARTNERS



Tally Prime





INTRODUCING

Future India Skill Development is government registered institution which has more than 21 years of computer training experience. Our vision is to cater the demands of IT skilled workforce which over the time develops as multi training and skilling company.

Our institution has been the top running on Google My Business with 4.8 rating.





WHAT MAKES FISD DIFFERENT ?

FISD is highly experienced institution which understands students needs. Our mentors are highly professional with 21+ Years experience in computer industry world.



International Certification

We are official partners with Tally Solution and Microsoft Solutions which makes you have international and government validated certification.



Extra Practice Time

We believe that Practice makes knowledge and skills perfect.



100% Job Assistance

We provide 100% Job assistance for students guidance and career development



Offline Classes

Our goal is to teach and focus on once technical skills with one to one interaction that emphasis on overall Skill Development.



EXCLUSIVELY FOR FISD STUDENTS



Job Portal

One stop solution
for all your job
needs, help you
find jobs



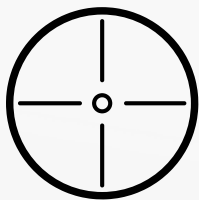
Learning Management System

We provide you with professional
learning portal for your all
learning requirements



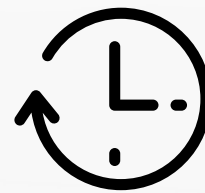
ABOUT CP-DLM

This program aims at creating future-ready professionals by empowering them in digital transformation in the MNC's and working sector and other innovations in the new-age environment. This certificate programme is designed to provide latest techniques and knowledge in emerging new specialization areas of management. These are specially designed for working executives, 12th Passout's and Graduation pursuing academics and keen scholars.



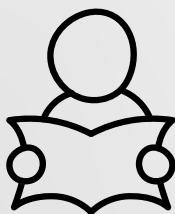
Career Scope

MIS Analyst
Front Desk Executive
Data Entry Operator
HR Assistant



Duration

6 Months



Learners Trained

2000+



Certificate

GOVERNMENT VALIDATED
CERTIFICATION



COURSE CONTENTS



MODULE 1

- MICROSOFT WORD
- MICROSOFT EXCEL
- MICROSOFT POWERPOINT
- TYPING TECHNIQUES
- INTERNET SURFING
- MICROSOFT ACCESS



MODULE 2

- ADVANCE EXCEL WITH VBA
MACRO PROGRAMING



MODULE 1

MS-OFFICE

1. MICROSOFT WORD
2. OVERVIEW OF WORD PROCESSING
3. FORMATTING, PICTURES AND SHAPE SETUP
4. HYPERLINKS
5. PAGE DESIGN AND PAGE SETUP
6. REFERENCE, MAILING AND MACRO RECORDING
7. SPELL AND GRAMMARCHHECKING
8. PROTECTION IN A DOCUMENT
9. CREATING MENU CARDS, LETTERHEAD, RESUME AND COVER PAGES

MICROSOFT EXCEL

1. BASIC FUNCTIONS (MATHEMATICAL , STATISTICAL , TEXT AND LOGICAL FUNCTION)
2. MARK SHEET IN EXCEL
3. CONDITIONAL FORMATTING
4. PIVOT TABLE AND CHARTS
5. PAGE SETUP
6. CONDITIONAL FORMATTING
7. CONSOLIDATE
8. WHAT IF ANALYSIS
9. CHARTS IN EXCEL AND SPARK LINES
10. MACRO RECORDING IN EXCEL
11. LINKING BETWEEN WORD/EXCEL/POWERPOINT
12. REFERENCE RELATION
13. INVOICE MAKING

MICROSOFT POWERPOINT

1. OVERVIEW OF POWER POINT
2. INSERTING SLIDES
3. TEXT TYPING AND FORMATTING
4. CREATING PHOTO ALBUM
5. TRANSITION AND ANIMATION EFFECTS
6. SETTING UP A SLIDE SHOW & GIVING TIMINGS
7. DESIGNS AND THEMES
8. PRESENTATIONS
9. CREATING ANIMATED GIF

MICROSOFT ACCESS

TYPING TECHNIQUES

INTERNET

1. SURFING / SEARCHING THE NET
2. EMAILING : -CREATING A EMAIL ID
-SEND & RECEIVING MAILS -ATTACHING FILES, IMAGES



MODULE 2

ADVANCE EXCEL

- 1) CREATE CHARTS, ENHANCE CHARTS, DRAWING TOOLBAR FEATURES
- 2) ADVANCE DATA VALIDATIONS
- 3) CONSOLIDATE
- 4) WHAT-IF-ANALYSIS
- 5) COUNT, COUNTIF, COUNTIFS, SUM, SUMIF, SUMIFS, AVERAGE IF
- 6) LOAN SHEET (FINANCIAL FUNCTION)
- 7) ATTENDANCE SHEET
- 8) VLOOKUP, HLOOKUP, DOUBLE VLOOKUP, OFFSET FUNCTION
- 9) VLOOKUP WITH ARRAY
- 10) GARBAGE CLEAN
- 11) LOAN WITH PPMT & IPMT
- 12) PAYROLL WITH EXCEL
- 13) PASSWORD PROTECTING WORKSHEETS AND WORKBOOK
- 14) LINKING MULTIPLE SHEETS
- 15) REFERENCE RELATION
- 16) LINKING BETWEEN WORD/EXCEL/POWERPOINT
- 17) DEFINITION, USAGE, RUNNING & RECORDING A MACRO.
- 18) PAY SLIP
- 19) DATE FUNCTION
- 20) ERROR FUNCTION
- 21) DATA MANAGEMENT
- 22) INVOICE WITH THE HELP OF FUNCTIONS
- 23) DEPRECIATION
- 24) ADVANCE SHORTCUT KEYS IN EXCEL

VBA MACRO PROGRAMMING

1. MACRO RECORDING
2. BASIC CODING OF VBA
3. OPERATORS
4. MESSAGE BOX AND INPUT BOX
5. IF STATEMENTS
6. IF THEN ELSE STATEMENTS
7. IF THEN ELSEIF... ELSE CONDITION
8. LOOPS
9. SWITCH CASE
10. STRINGS
11. ARRAYS
12. VARIABLES
13. DATE AND TIME FUNCTIONS
14. CALCULATOR MAKING
15. USER FORM

SAMPLE CERTIFICATE



CERTIFICATE

THIS IS TO CERTIFY THAT

Palak Garg

*Son/ Daughter/Wife of _____ has been awarded
6 Months Certification in Digital Learning & MIS from FISD- Vivek Vihar*

CERTIFICATE NO. : 2023-03-20245
ISSUED BY : FUTURE INDIA SKILL DEVELOPMENT
DATE OF ISSUE : 09-5-2022
CANDIDATE ID : FISD/DEL/04/1001
GRADE : A+

Shuman

Authorized Signatory

GRADE "EXCELLENT" = ABOVE 80%

GRADE "A+" = 70% - 79%


GRADE "A" = 60% - 69%

GRADE "B" = 50% - 59%



THANK YOU

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 VIVEK VIHAR | KRISHNA NAGAR