

Detailed CCPT Syllabus

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Syllabus Contents
Introduction to Information Technology
Central Processing Units (CPUs) – processor, hard disk, random access memory, read-only memory
<ul style="list-style-type: none"> • Explain the role and importance of basic components of a CPU.
Input devices – Key board, mouse, touch pads, magnetic ink character reader, optical mark reader, optical character reader, barcode reader and electronic point of sale.
<ul style="list-style-type: none"> • State the uses/benefits and limitations of common input devices.
Output devices – monitor, printer
<ul style="list-style-type: none"> • State the differences between CRT and LCD/LED monitors • Classify different types of printers and state their relative advantages and limitations.
Operating systems – DOS, Windows, Linux
<ul style="list-style-type: none"> • State key operating system commands used for efficient searches, formatting disks, viewing IP configurations, testing network connections and exploring the network
Core Windows tasks – customize desktop and start menus, work with files and folders, log-on and log-off, search for information, lock the computer, use a screen-saver password, reset a password
<ul style="list-style-type: none"> • State methods for customizing desktop presentation and the start menu • Define techniques to work efficiently with files and folders

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- State efficient ways to search for required information from active and archive files
- State the important information that could be recorded whilst a user is logged-in
- Define basic controls and practices that should be adopted by users for safeguarding data stored in computers.

Ms. Word

Getting Started with Word

- Create and Save Word Documents
- Edit Documents
- Preview and Print Documents

Formatting Text and Paragraphs

- Apply Character Formatting
- Control Paragraph Layout
- Align Text Using Tabs
- Display Text in Bulleted or Numbered Lists
- Apply Borders and Shading

Managing Lists

- Sort a List
- Format a List

Adding Tables

- Insert a Table
- Modify a Table
- Format a Table
- Convert Text to a Table

Inserting Graphic Objects

- Insert Symbols and Special Characters
- Add Images to a Document

Controlling Page Appearance

- Apply a Page Border and Color
- Add Headers and Footers
- Control Page Layout
- Add a Watermark

Preparing to Publish a Document

- Check Spelling, Grammar, and Readability
- Use Research Tools
- Check Accessibility
- Save a Document to Other Formats

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Ms. Excel

Getting Started

- Starting Excel
- Opening a Workbook
- Understanding the Display Screen

Entering Data

- Moving the Cell Pointer
- Selecting a Range of Cells
- Creating a New Workbook
- Inserting, Renaming, and Deleting Worksheets
- Entering Constant Values
- Using Auto Fill to Enter Data
- Saving a Workbook
- Editing Cell Contents
- Clearing Cell Contents
- Working with Undo and Redo
- Closing a Workbook

Using Formulas

- Entering Formulas
- Using Auto Fill with Formulas
- Using the SUM Function
- Summing Columns or Rows Automatically
- Using Statistical Functions
- Working with the Range Finder
- Using Formula Error Checking

Working with Constant Values and Formulas

- Copying and Pasting Constant Values and Formulas
- Cutting and Pasting Constant Values and Formulas
- Using Collect and Paste

Modifying Columns and Rows

- Changing Column Width
- Changing Row Height
- Inserting and Deleting Columns or Rows
- Hiding Columns or Rows

Printing Worksheets

- Using Print Preview
- Working with Print Settings
- Using Page Setup Tools
- Working in Page Layout View

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- Creating a Header and Footer
- Using Page Break Preview
- Printing a Worksheet
- Exiting Excel

Ms. Power Point

Getting Started with PowerPoint

- Create and Save a PowerPoint Presentation
- Use PowerPoint Help

Developing a PowerPoint Presentation

- Select a Presentation Type
- View and Navigate a Presentation
- Edit Text
- Build a Presentation

Performing Advanced Text Editing Operations

- Format Characters
- Format Paragraphs
- Format Text Boxes

Adding Graphical Elements to Your Presentation

- Insert Images
- Insert Shapes

Modifying Objects in Your Presentation

- Edit Objects
- Format Objects
- Group Objects
- Arrange Objects
- Animate Objects

Adding Charts to Your Presentation

- Create a Chart
- Format a Chart
- Insert a Chart from Microsoft Excel

Preparing to Deliver Your Presentation

- Review Your Presentation
- Apply Transitions
- Print Your Presentation
- Deliver Your Presentation

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Ms. Access

Getting Started with Access

- Orientation to Microsoft Access
- Create a Simple Access Database
- Get Help and Configure Options in Microsoft Access

Working with Table Data

- Modify Table Data
- Sort and Filter Records

Querying a Database

- Create Basic Queries
- Sort and Filter Data in a Query
- Perform Calculations in a Query

Using Forms

- Create Basic Access Forms
- Work with Data on Access Forms

Generating Reports

- Create a Report
- Add Controls to a Report
- Enhance the Appearance of a Report
- Prepare a Report for Print
- Organize Report Information
- Format Reports

Designing a Relational Database

- Relational Database Design
- Create a Table
- Create Table Relationships

Sharing Data Across Applications

- Import Data into Access
- Export Data to Text File Formats
- Export Access Data to Excel
- Create a Mail Merge

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Ms. Outlook

- Learning the basic interface
- Send an email
- Use the Cc and Bcc Functions
- Learn to send to multiple persons
- Replying to Emails (Reply vs. Reply All Comparison)
- Delete Emails
- Forward Emails
- Attach Files to Your Email
- Create a New Contact
- Store an Email in a folder
- Create a Reminder
- Set a Meeting an Appointment
- Create a signature
- Clear Your Deleted Folder
- Reorder the arrangement of your emails

Financial Modeling

Working with Financial Modeling

- Overview of Financial Modeling
- Financials Model Setup
- Building Financial Model and its parameters

Using Excel for Modeling

- Learning Basic Excel for Financial Modeling
- Excel Tools and Tips
- Deal with advanced and complex Functions
- What if Analysis
- Data Analysis by Alpha
- The Solver

Key Functions & Modeling Scenarios

- Integration in Sheets
- Data Validations, Pivot Reporting and Charts
- Excel Financial Power Dashboard
- Creating, Running, Editing Macros
- Form and Forms Control for Multiply

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- Building Financial Modeling Scenarios
- Forecast
- What-If Analysis
- PV- Present Value
- Budget – Simple
- Budget using absolute key
- Data Validation for accurate data entry

MACROS

- Introduction to MACROS
- Creating Macros
- Editing Macros
- Editing Macros using VBA
- Modifying and Updating macros

Internet

- What is Internet?
- Internet Browsers
- Internet Usage
- Advantages of internet
- Disadvantages of internet

ERP

- What business software is available today, what is ERP
- ERP Essential for Implementers
- Characteristics of ERP systems
- The good, the bad and the ugly side of implementing ERP systems
- Types of ERP solutions available today
- Costs of the project and budgeting for your ERP system
- Implementation phases and timeline
- Business model of the ERP systems
- IT infrastructure, on - premise and cloud solutions
- Integration with other solutions
- ERP project lifecycle
- Disaster recovery and business continuity