



Please contact

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Computer Applications For Office Management



Computer Applications for Office Management

A series of one-day workshops on Computer Applications for efficient Office Management are offered by the Main Library, University of Colombo. The target groups are the Library Information Assistants and allied grades who have to use computer applications extensively to perform their day-to-day duties. A single topic is covered within one day in our spacious and air-conditioned computer lab and the participants will be provided with course material,

**Rs. 2,500 /=
Per day per
participant**

Course Fee

- ❖ A certificate will be awarded for those who have a minimum of 80% attendance for all workshops and have completed all the assignments.
- ❖ A Certificate of Participation will be awarded, at the end of the day, for those who attend selected workshop.



Introduction to Windows 7 1 Day (Rs. 2500.00)

Learn how to manage your personal computer for office work effectively. Maintain your computer by yourself with less technical assistance. Install Windows 7, other software, take backups, etc.



Microsoft Word Basic & Microsoft Word Advance - 2 Days (Rs. 5000.00)

MS Word is the most popular word processing software and it is easy to use and allows you to enjoy your work (but only if you master the software). You will not have to worry about the lost files anymore after following this module.



Microsoft Power Point 1 Day (Rs. 2500.00)

PowerPoint is a most effective way of sharing ideas combining text, graphics and multi-media content. This module will help you to develop your skills in creating effective presentations using the features of PowerPoint enabling you to increase your efficiency in the office environment.



Microsoft Excel Basic & Microsoft Excel Advance - 2 Days (Rs. 5000.00)

Microsoft Excel is a spreadsheet program used to store and retrieve numerical data in a grid format. MS Excel is ideal for entering, calculating and analyzing office data such as stock details, inventory details, research data etc. This module will guide you to exploit the basic and advanced features of Excel for your office work.



Google Apps 1 Day (Rs.2500.00)

Be online and be with your essential work 24x365 days in a hassle free manner. Just Create a Gmail Account and experience the benefits of the most popular Google apps for your day today office work. This module will guide you exploit time-saving features of Gmail, Google calendar, Google Drive, etc.



Free Applications for Office work 1 Day (Rs. 2500.00)

This module will lead you to use the freely available software for your office work. Folder locking, Burning CDs and DVDs, taking automated backups, image and video editing and many more. You can keep these software easily in your pen drive and apply them whenever you need.



Internet and Video Conferencing 1 Day (Rs. 2500.00)

How can you help your boss to set up a video conference utilizing the freely available software? Learn how to set up a video conferencing Free of charge in a Wi-Fi environment.



Web Site Building Using Joomla 1 Day (Rs. 2500.00)

Create and host your own web site without worrying about complicated procedures, by using Joomla – a very user friendly software. Buy a domain name, host your web and start developing it.