KineTEX INSTITUTE
DAHARKI CAMPUS

#1 GHOTKI'S IT TRAININGS INSTITUTE

OFFICE AUTOMATION

Course

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ABOUT US

KineTEX Institute DAHARKI CAMPUS is dedicated to fostering excellence through specialized education and professional development. We bridge the gap between academic learning and industry demands by providing students with the tools they need to thrive in a competitive global landscape.

Our MISSION

To provide quality education and practical training in a supportive environment, where students can learn modern skills, explore creativity, and prepare for a successful future.

Our VISION

To become a leading institute that empowers individuals with knowledge, skills, and confidence to excel in education, technology, and life.

AFFILIATED WITH

Human Resource Development Strengthening the Nation
BBSHRRDB

Trade Testing Board *Sindh*

Employment Through Skill
STEVTA
Sindh Technical Education & Vocational Training Authority

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WHY CHOOSE US

1.5k+
Current Enrollments

5k+
Certificates

20+
Qualified Staff

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OFFICE AUTOMATION COURSE

Duration:
3 Months
(12 Weeks)

Mode:
Practical + Lab Works
+ Office Tasks

Outcomes: Office Assistant, Data Entry Operator, Computer Operator, Admin Support Skills

Module System Course Outline

Module 1: Introduction to Office Automation
(Week 1)
- What is Office Automation
- Role of Office Automation in Modern Offices
- Hardware & Software Overview
- File Management (Folders, Files, Backup)
- Typing Basics & Productivity Tips
- Office Ethics & Professional Skills

Practical:
- Organize files and folders
- Practice basic typing
- Create office workflow

Module 2: MS Word (English + Urdu/Sindhi)
(Week 2–3)
- MS Word Interface & Tools
- Document Formatting (Fonts, Paragraphs, Styles)
- Page Layout & Printing
- Tables, Images, Shapes
- Header, Footer, Page Numbers
- Mail Merge (Letters, Certificates)
- Urdu/Sindhi Keyboard Setup
- Urdu/Sindhi Fonts Installation
- Official Letter Writing in Urdu/Sindhi
- Professional Document Design

Practical:
- Create official letters
- Create CV in English & Urdu
- Compose Urdu/Sindhi documents
- Certificate design using Mail Merge

Module 3: MS Excel (Data Management & Analysis)
(Week 4–6)
- Excel Interface & Workbook Management
- Data Entry & Formatting
- Formulas & Functions (SUM, IF, VLOOKUP, COUNT)
- Sorting & Filtering Data
- Charts & Graphs
- Conditional Formatting
- Data Validation
- Attendance & Salary Sheet Creation
- Invoice & Report Automation

Practical:
- Create salary sheet
- Create invoice system
- Create reports with charts

Module 4: MS PowerPoint (Professional Presentations)
(Week 7)
- PowerPoint Interface
- Slide Design Principles
- Themes & Layouts
- Images, Icons & SmartArt
- Animations & Transitions
- Presentation for Meetings & Training
- Export to PDF & Video

Practical:
- Create 10-slide presentation
- Business & educational presentation
- Final presentation project

Module 5: MS Access (Database Management)
(Week 8–9)
- Introduction to Database Concepts
- Tables, Fields & Data Types
- Primary Key & Relationships
- Queries for Data Search
- Forms for Data Entry
- Reports for Printing
- Small Office Database System

Practical:
- Create student/employee database
- Design forms & reports
- Run queries

Module 6: Google Workspace (Cloud Office Tools)
(Week 10–11)
- Google Docs, Sheets & Slides
- Google Drive File Management
- Sharing & Collaboration
- Google Forms (Data Collection)
- Gmail Professional Use
- Calendar & Meeting Scheduling
- Google Meet for Online Meetings

Practical:
- Create shared documents
- Create online form
- Manage cloud folders

Module 7: Final Project & Assessment
(Week 12)
- Complete office automation project
- Create documents, sheets & presentation
- Database or Google Forms system
- Viva & practical test
- Certificate & portfolio preparation

Course Outcome
- Professional office skills
- Government & private job readiness
- Data entry & admin support expertise
- Freelancing opportunities
- Confidence in office software

GET ENROLLED NOW!

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