



## OUTSOURCING & TRAINING DIVISION

# Training Courses

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[Web Development >> HTML, CSS, PHP, MySQL, Javascript, jQuery and Joomla](#)

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PHP and MySQL™ are two of the most popular open source technologies to emerge during the past decade. PHP is a powerful language for writing server-side Web applications. MySQL is the world's most popular open source database. Together, these two technologies provide you with a powerful platform for building database-driven Web applications. This hands-on MySQL and PHP training course teaches attendees everything they need to successfully build data-driven Web sites using MySQL and PHP. JavaScript is a client side scripting that gives life to a website. And jQuery is the implementation of advance JavaScript preformed functions.

### Course Objectives

- Learning HTML
- Overview of CSS and CSS frameworks
- Familiarity with PHP languages and syntax
- Integration of PHP with HTML
- Processing form data
- Inserting form data into MySQL
- Fetching data from MySQL
- Sending Emails using PHP using inbuilt methods
- Uploading images/files on the server
- Securing contents using Cookies and Sessions
- Writing Clients side scripting
- Making Advanced scripting with jQuery
- Joomla installation and configuration

### Who Are Encouraged to Attend?

This course is designed for individuals who have been developing web pages with a GUI and want to progress to developing using three tier architecture (Client, Middle, and Database).

## Prerequisites

All MySQL and PHP training attendees must be fluent in HTML. The course can be customized to any level of programming and relational database familiarity.

## Course Duration

60 Hours, 20 Classes, 3 Hours per class

## Course contents

- Class 01: HTML/CSS Basics
- Class 02: Detail on HTML tags and their styling with CSS
- Class 03: Advanced CSS techniques
- Class 04: Javascript/jQuery Basic
- Class 05: Programming with PHP
- Class 06: Creating Dynamic Web Sites
- Class 07: Advanced SQL and MySQL
- Class 08: Error Handling and Debugging
- Class 09: Using PHP with MySQL
- Class 10: Developing Web Applications
- Class 11: Cookies and Sessions
- Class 12: Web Application Security
- Class 13: Extended Topics
- Class 14: Content Management Example
- Class 15: User Registration Example
- Class 16: E-Commerce Example
- Class 17: Improving Interactivity with jQuery/CSS
- Class 18: Introduction to Joomla and its installation
- Class 19: Inside of Joomla and its configuration
- Class 20: Course overview



## [Web Design >> Graphic Design with Photoshop and Illustrator](#)

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Adobe Photoshop and Illustrator is the two most commonly used software for Graphic Design.

Photoshop is layer based Graphics making tool where Illustrator is Vector based art tool.

Combining these two, it makes a great source of designs for both web and component design like logo, Banner, Brochures, Business cards, Greeting cards and lots more.

## Course Objective

- Learning layers
- Learning uses of Photoshop tools
- Use of Gradient, stroke, drop-shadow, inner-shadow blend.
- Image canvas, rotation, filter
- Creating Web buttons
- Making element Shades
- Overview of Illustrator work area
- Creating vector graphics
- Use of different tools in Illustrator
- Transferring Vectors as Smart Object in Photoshop
- Graphics Exporting
- Getting Familiar with different file types



## Who Are Encouraged to Attend?

These courses is designed for individuals who have been designing websites with just modifying small objects with CSS and want to be a professional designer to create any kind of design.

## Prerequisites

This course will require nothing but a good sense of color and innovation is a plus.

## Course Duration

60 Hours, 20 Classes, 3 Hours per class

## [NETWORK MANAGEMENT >> MIKROTIK](#)

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This training course will provide with the skills to configure a MikroTik RouterOS Routerboard as a dedicated router, a bandwidth manager, a secure firewall appliance, a simple wireless access point, a VPN Server or Client or an Internet Hotspot concentrator etc. It is a course that covers the basics for those that new to MikroTik RouterOS (or is struggling to understand it!) and concentrates on the basics of setting up a MikroTik device.

## Course Objectives

After successfully completing the course attendees will be able to installing and upgrading the RouterOS, first login to the RouterOS using RouterBOARD, creating a simple network, static IP addressing and routing, basic dynamic routing using OSPF, creating a DHCP server and client, firewall filters and NAT rules, various VPN Tunnel types, simple queues for bandwidth control, hotspot configuration, wireless networks, web proxy for URL Filtering control and caching and The Dude.

## Who Are Encouraged to Attend?

This course is aimed at network administrators, integrators, managers, IT consultants and other technical users who already use or would like to start using Mikrotik RouterOS for their routing, firewall, hotspot and wireless projects. It is also a good introduction to routing and firewall systems, especially in a wireless environment.

## Prerequisites

- Basic knowledge of TCP/IP and routing. We will be expanding on this during the course, but we suggest that the participants have a good working knowledge of IP addressing and routing.
- Basic knowledge of wired and wireless networking.

## Course Duration

48 Hours, 16 Classes, 3 Hours per class

## Course contents

- Class 01: MikroTik Installation, license and package up gradation
- Class 02: IP Access and NAT
- Class 03: Bandwidth Manage
- Class 04: IP restriction, user management and MRTG
- Class 05: Proxy Configuration
- Class 06: DHCP Server
- Class 07: E-mail Backup and restore
- Class 08: Bridge, NTP, VLAN
- Class 09: PPPoE server Configuration
- Class 10: Routing
- Class 11: Firewall and Log Generate
- Class 12: VPN configuratio
- Class 13: Link Redundancy solution
- Class 14: Hotspot solution
- Class 15: Wireless, Fiber, Radio Link Configuration



## [Web Improvement >> Search Engine Optimization \(SEO\)](#)

This Search Engine Optimization training course covers all aspects of search engine positioning and optimization and can be used as the basis for planning an online campaign that will have a dramatic effect on the visibility of a web site. You will learn how to improve the positioning of your site on the major search engines and directories without it taking over your life; and how to implement, monitor and maintain an ongoing search engine strategy.

## Course Objectives

On completion of this SEO training course, delegates will:

- Understand current Search Engine Optimization best practice
- Have developed an SEO action plan for their website
- Understand how to monitor SEO progress and maintain a well optimized site

## Who Are Encouraged to Attend?

- Web Designers - Developers / Webmasters
- IT professionals
- Business Development Managers

## Prerequisite

- You must understand English. Local languages will not be used for the course delivery.
- You must have used a web browser.
- You should have basic knowledge of website construction and appreciation of how the Web works, or you have someone in your organization who does. Some website jargon is introduced in these courses.

## Course Duration

36 hours, Total 12 classes, 3hours per class

## Course Content

- Class 01: The Big Picture
- Class 02: Technical
- Class 03: Creating Compelling Content
- Class 04: Other Forms of Content
- Class 05: Link Building and Backlinks
- Class 06: Scalable Link Building Tactics
- Class 07: Utilizing Social Media
- Class 08: Optimizing for Local Search
- Class 09: Analytics and Monitoring Your Site
- Class 10: What to Avoid
- Class 11: How to Improve a Poor Ranking Site
- Class 12: Where to Go From Here?



Introduction to programming for the Android platform course is designed to quickly get you up to speed with writing apps for Android devices. You will learn the basics of the Android platform, and gain an understanding of the application lifecycle. By the end of the course, you will be able to write simple GUI applications, use built-in widgets and components, work with the database to store data locally, and much more. This is a perfect course to get started with Android programming.

### **Course Objectives**

Upon completion of this course, students will be able to:

- Write simple GUI applications.
- Use built-in widgets and components.
- Work with the database to store data locally.

### **Who Are Encouraged to Attend?**

This course is for students who wish to get up to speed with writing apps for Android devices.

### **Prerequisite**

Java experience is required to get the most benefit from this training.

### **Course Duration**

48 hours, Total 16 classes, 3hours per class.

### **Course Content**

- Class 01: Introduction
- Class 02: Development Tools
- Class 03: Working with Applications
- Class 04: Advanced UI
- Class 05: Intent & Intent Filters
- Class 06: Saving & Loading
- Class 07: Working with database
- Class 08: Location Based Services
- Class 09: Service Manager
- Class 10: Screen & Search Box
- Class 11: Working with Multimedia
- Class 12: Working with Telephony Services
- Class 13: Connectivity Options
- Class 14: Working with Sensor, Compass & Vibration
- Class 15: Others Services



Microsoft Excel is most widely used productivity tool in today's corporate world and education sector. Any sort of number-data analysis, reporting, tools and applications are prepared with Excel: whatever the number crunching / spread-sheet analysis is required, Excel is number one choice of most of the office-working people. It will be an advantage for course attendees to learn practical and advanced usages of Excel for office and academic activities. This is the reason that despite criticism of many Microsoft products, Excel is still so favorites in offices.

**How participants will benefit after the course:**

Unlike other available single day or two days courses, our courses are designed to cater more hands on exercises attended by the trainer. Each widely practiced Excel topics are covered in the course syllabus with practical exercises and trainee's own problems. First, trainees will be thoroughly familiarized with Excel, and then will be taken towards relatively advanced area of FUNCTIONS, Formulas, Analysis, and Charts etc. which will help them be confident enough to be able to find solutions of their everyday spread-sheet related problems from Excel Help System and from online community.

**Prerequisites for this course:**

Working knowledge of Excel and Windows

**Course Content:**

**Contents of Training:**

**Module 1: Knowing Your Spreadsheet**

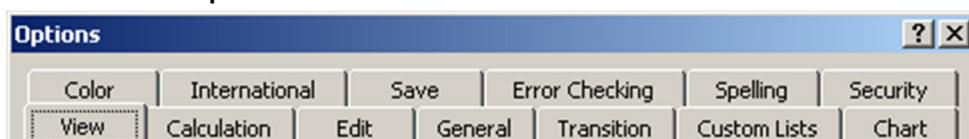
**DAY 1**

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**Excel Concepts**

- Workbook, Worksheet, Row, Column, Cell, Range
- Ribbons (Tab>Group>Command)
- Quick Access Toolbar (QAT)
- Formula Bar, Name Box, Scroll Bar, Status Bar, Toolbar

**Customization Options in Excel**



## **Common Operations**

- Workbook (New, Open, Save, Save As, Close)
- Worksheet (Insert, Modify, Move, Copy, Delete, Rename, Hide/Unhide, Color)
- Rows, Columns (Insert, Copy, Cut, Delete, Hide/Unhide)
- Cells & Range (Select, Copy, Cut, Paste, Delete)

## **Special Operations**

- Paste Special: Values / Transpose / Formats
- Auto Fill Options and Edit Series List

## **Keyboard Short Cuts**

- CTRL Combination Keys / ALT Combination Keys / SHIFT Combination Keys
- Function Combination Keys

## **Cell References**

- Relative (A1) & Absolute cell references (\$A\$1)
- Worksheet & Workbook cell references

## **Named Range & row / columns Grouping**

- Define Names Using Name / Dialog Box
- Modifying, Deleting Names
- Using Names in Formulas

## **Formatting, Style & Custom Formats**

- Create, Copy and Clear Formats
- Formatting Cell / Number / Text / Date
- Custom Formats

## **Conditional Formatting - Changing the Appearance of Data Based on Its Value**

- Highlight greater than average Values
- Highlight Top 10% Values
- Data Bars
- Icon Sets
- Create, Clear, Manage & Customize Rules

## **Day 2**

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### **Table**

- Convert To Table
- Dynamic Range & Naming
- Add, delete records
- Table Names & Formula Nomenclature



- Table Formatting & Styling
- Convert Back to Range
- Shortcuts

### **Sort**

- Sorting Numbers (Smallest to Largest)
- Sorting Words A to Z in Single Column
- Sorting Words A to Z in Multiple Columns
- Sorting #NA Errors
- Sort by Color

### **Filter**

- Turn on Filter
- Filter with One Criteria
- Remove Applied Filtering
- Filtering on Cell Fill Color
- Filtering Below Average Values
- Filtering Texts / Dates

### **Advanced Filter**

- Extracting Records With AND Criteria
- Extracting Records With OR Criteria
- Extracting Records to a New Sheet
- Extracting Unique Records (Remove Duplicates) Find & Select
- Find and Replace within Worksheet
- Find and Replace within Workbook
- Shortcuts

## **Day 3**

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### **Understanding your Data and Design the workbook/worksheet**

- Arranging data into the cells
- Concepts of List
- Drop-down List Box

### **View & Windows**

- Freeze Panes
- Hide/Unhide windows
- Workspace

- Switch Windows
- Zoom windows and selection

### **Proofing**

- Spell Check
- Thesaurus

### **Comments**

- New comments
- Edit comments
- Show/Hide Comments

### **Printing**

- Page Setup
- Print Preview
- Print Repetitive Titles
- Margin
- Background
- Header/Footer
- Page Numbering
- Current Date/Time
- Page Setup for Large Spreadsheets
- Set Print Area

## **Day 4**

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### **Protection & Securities**

- Password Protect Workbook for Opening & Modification
- Backup Workbook Automatically
- Disallow Worksheet Creation, Renaming, Hiding, Deletion
- Password Protect Worksheets
- Disallow Cells or Range for Modification by Locking

### **Image and Smart Art**

- Adding Images to Document
- Adding Background
- Adding Shapes

### **Errors & Fix**

- Pound(#) Sign Errors: NAME? Error / #N/A Error / #REF! Error / #VALUE! Error / #NUM! Error / #DIV/0!

Error / #NULL! Error

- Circular Cell Reference Error

### **Data Import-Export**

- Importing From Different Open Excel Workbook
- Importing From Comma-Separated or Tab-Separated Data
- Exporting to MS Word
- Exporting to MS PowerPoint
- Exporting to Comma-Separated or Tab-Separated Data

### **Sharing & Collaboration**

- Track Changes by Different Users
- Highlight Changes
- Accept or Reject Changes

### **Hyperlinks**

- Link to Worksheets
- Link to Different Workbooks
- Screen Tip

### **Techniques**

- Find & Remove Duplicates
- Unique List
- Text To Column

### **Data Fix & Cleanup**

- Fix Number Problems
- Fix Date Problems
- Fix Text Problems

## **Module 2: Formulas & Functions**

### **Day 5**

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#### **Formula and Functions**

Difference between Formula & Function

Using Formula Bar for writing formulas

Create, Copy, Edit Formulas

Order of Arithmetic Operations

Formula Elements

Entering formulas directly in cells

Using the Insert Function dialogue box

Finding the appropriate function for a task

Understanding Function TOOLTIP Architecture

### **Functions (Logical)**

IF function to show certain results if specific conditions are met with

Join multiple criteria with logical AND-OR-NOT

### **Functions (Math and Statistics)**

Adding all numbers in a range using SUM Function

Counting total numbers or texts with COUNT-COUNTA function

Finding smallest and largest values with MIN- MAX function

Summing data with multi conditions and criteria using SUMIF-SUMIFS

Rounding decimal numbers

Average or Mean of numbers with AVERAGE function

### **Functions (Text and String)**

Convert texts to UPPER, LOWER or PROPER case

Join multiple cell values with CONCATENATE - &

Break or extract a portion of text with LEFT-MID-RIGHT function

Converting text to numbers quickly

TRIM, UPPER, LOWER, PROPER, CLEAN

CONCATENATE, &, CHAR

FIND-SEARCH

SUBSTITUTE, REPLACE

VALUE

## **Day 6**

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### **Functions (FINANCE)**

Calculate Future value of an investment with FV function

Calculate Present value of an investment with PV function

### **Functions (Date/Time)**

Construct a Date from partial Day, Month and Year values  
Automatically update and show today's Date  
Automatically show present Time  
Calculate Addition and Difference between two Dates  
Show the Weekday Name of a Date  
Calculate Birthday age by Year, Month and Day  
Find the latest and oldest date from a date list  
Calculate Addition and Difference between two Times

#### Functions (Lookup)

Lookup vertically using VLOOKUP  
Powerful VLOOKUP instead of Nested IF  
Lookup horizontally using HLOOKUP  
Single Criteria based LOOKUP  
Multiple Criteria based LOOKUP  
Advanced Lookup using INDEX- MATCH function  
Technique for Two-way lookup (vertical-horizontal) at once

### **Module 3: Analysis and Reporting**

#### **Day 7**

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#### **Charts and Trend lines**

Working with Chart Components (Axis, Categories, Series, Legend)  
Resizing, Moving and Copying Charts  
Formatting and Styling Charts with 2D, 3D and Round effect  
Using multiple combination chart types in a single chart  
Solving Yearly Chart Problem  
Selecting the appropriate Chart Type and Format  
Creating Column, Line, Pie, Bar, Area and Scatter Charts  
Copying a Chart Format to other charts  
Dual Axis chart (Primary & Secondary Axis)  
Creating a Chart ONLY Sheet  
Chart Trend lines (Linear, Exponential, Polynomial and Moving Avg)

#### **Charts:**

- Quick keyboard short-cuts for charts
- Chart types
- Chart terms

- Choosing an appropriate chart type
- Change the default chart format
- Creating charts using the Chart Wizard
- Plotting non-adjacent cells
- Adding unattached text
- Changing the appearance of the chart
- Changing the chart type
- Adding and removing data sets
- Exploding Pie Chart
- Pie of Pie Chart (Second Pie)
- 3-Dimensional charts
- Mixed Chart (combining two types of chart)
- The series function
- Resizing charts and chart objects
- Breaking axis
- Changing axis unit, value and position
- Using a secondary axis
- Plotting error bars
- Using Trend lines in a chart
- Formatting the chart area
- Formatting the data series
- Formatting the legend
- Formatting gridlines
- Formatting axes
- Picture charts
- Printing a chart
- Copying charts into Word or PowerPoint
- Inserting a linked or embedded Excel chart
- Common mistakes in charts

## Day 8

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### **PivotTable** in Depth

#### **PivotTable and PivotChart**

Arranging Pivot Fields in Report Layouts (Row Label, Column Label, Values)

Grouping and comparing Dates by Month, Year, Quarter and Days

Working with Report Filter options

Subtotalling and Counting data using pivot table

Analyzing Difference, Growth and % of Total with pivot

Working with Subtotal, Row Total and Grand Total options

Pivot Date filtering with Days, Weeks, Months, Quarters and Years

Filtering of Top 10 or Bottom 10 items

Inserting Formulas in pivot using calculated fields

Add new data to pivot data source and auto update pivot accordingly

Custom Grouping of pivot Text data  
Removing a pivot tables from a worksheet  
Creating more copies of pivots from an existing pivot  
Moving a pivot table to existing or new sheet  
Sorting pivot data by simply typing  
Solving the Report Filter values sorting problem  
Generate multiple sub-report pages from master report  
Handling Empty Cells and Error values  
Removing the blank word from pivot  
Changing pivot's existing data source  
Working with dynamic Pivot Charts  
Data Drilling or Mining in pivot  
Formatting Number, Date and Text  
Solving pivot Date displaying problem  
Time saving tips for pivots with large data source  
Working with PivotTable Options

## **Day 9**

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### **Subtotal**

Subtotals to Summarize Data By Field  
Navigate Subtotal Levels  
Expand/Collapse Subtotals  
Removing Subtotals

### **What-If Analysis**

Goal Seek – Get desired result by varying your data  
Break-Even with Goal Seek  
Scenario and Sensitivity Analysis

### **Data Validation**

Create Validation List  
Number  
List

Show Input Message  
Show Error Alert  
Mark Invalid Data

### **Business Cases**

Customer Insight

Debt Analysis  
Credit Analysis

### **Macros & VBA – Automate repetitive tasks**

- Working with Macros
- Difference between Macros and VBA
- Record and run a macro.
- Understand and edit simple recorded macros.
- Run a macro by using a shortcut key.
- Running Macros using Buttons
- Manage macro security
- Visual Basic Editor
- Macro & VBA Examples

### **Day 10**

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Interpreting Excel Help System

Excel Help (offline/built-in)

Excel Help (online)

Excel Help from Forums

Finding and downloading Excel Templates from [www.microsoft.com](http://www.microsoft.com) and other web

Making your own Template

Trainee's problem solving (5 min for each: 5x15=75 min)

Rapping-up the course

Summary

### **Course Duration**

30 hours, Total 10 classes, 3hours per class.