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OFFICE AUTOMATION



Office Automation Course at Future Plus Skillmate Academy is designed to equip students with essential digital and administrative skills required in modern office environments. This practical course covers core tools such as Microsoft Office (Word, Excel, PowerPoint), email handling, file management, data entry, and basic computer operations. Students also learn the fundamentals of cloud storage, online collaboration tools, and internet usage.

Office automation plays a vital role in modern workplaces by streamlining routine tasks, improving efficiency, and reducing the chances of human error. The benefits of office automation include increased productivity, cost savings, improved accuracy, and the ability to work remotely.



Microsoft Word

1. Document Creation
2. Text Editing and Formatting
3. Insert Elements
4. Review and Proofreading
5. Page Layout and Design
6. Security and Accessibility
7. Collaboration and Sharing
8. Printing and Publishing

Microsoft Excel

1. Data Entry and Storage
2. Data Analysis and Calculation
3. Creating Charts and Graphs
4. Using Formulas and Functions
5. Sorting and Filtering Data
6. Financial and Budget Planning
7. Pivot Tables and Data Summarization
8. Data Visualization and Reporting

Microsoft Powerpoint

1. Creating Visual Presentations
2. Adding Multimedia (Images, Audio, Video)
3. Designing Slides with Themes and Templates
4. Using Animations and Slide Transitions
5. Presenting Data with Charts and Graphs
6. Delivering Business or Academic Presentations
7. Creating Infographics and Posters
8. Recording and Sharing Slide Shows



FUTURE PLUS SKILLMATE, LEARN, GROW, SUCCEED

FUTURE PLUS Skillmate is a new venture in the journey of Future Plus Academy, reimagined to meet the evolving needs of today's learners. It's not just a training institute rather a skill development partner committed to shaping confident and capable individuals who are ready for real world challenges.

We believe that skills create success, and Skillmate is here to bridge the gap between learning and opportunity. With practical, hands on courses and expert guidance, we help discover your potential and turn it into excellence.

Our aim is simple but effective. To empower individuals with the right skills, strong personality and professional confidence to succeed in life and career.



ജോലി ഉറപ്പാക്കാം
സ്കിൽമേറ്റ് കോഴ്സുകളിലൂടെ

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- ▶ Proven Track Record of Success



മികച്ച അക്കാദമിക് ഇന്നവേഷനും സ്റ്റുഡന്റ്സ് സക്സസിനുമുള്ള റിപ്പോർട്ടർ ചാനലിന്റെ ബെസ്റ്റ് ഡിസ്റ്റൻസ് എജ്യൂക്കേഷൻ ലിഡർഷിപ്പ് അവാർഡ് ഫുച്ചർ പ്ലസ് ഹയർ എജ്യൂക്കേഷൻ സമ്മിറ്റിൽ ഫുച്ചർ പ്ലസ് അക്കാദമി സി.ഇ.ഒ പ്രശോദ് കെ, സി.ഒ.ഒ നകാഷ് മുഹമ്മദ് എന്നിവർ കേരള നിയമസഭ സ്പീക്കർ എ.എൻ ഷംസീറിൽ നിന്ന് ഏറ്റുവാങ്ങുന്നു.

STUDENTS FEEDBACKS



I had no idea how forex trading worked, but this course made it simple. The lessons were clear, and the practice sessions helped a lot!

Jishnu Kp (Forex Trading)



The Video Editing and Motion Graphics course was an excellent learning experience. The sessions were highly practical, focusing on real-world techniques and industry-standard tools. The hands-on projects and assignments really helped me improve my creativity and technical skills.

Gireesh Prabhakar (Multimedia & Vfx)



Before joining the Spoken English course, I was very shy and not confident to speak in English. But this course changed everything. The lessons were simple, and I started speaking without fear.

Muhammad Muzammil (Spoken English)



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