

COMPUTER BASIC & MS-OFFICE COURSE

Duration: 3 Months | 100% Practical Training

MONTH 1 – COMPUTER BASICS & INTERNET

- 1 Introduction to Computer
- 2 Hardware & Software Basics
- 3 Windows Operating System
- 4 File & Folder Management
- 5 Keyboard & Mouse Practice
- 6 Typing Basics
- 7 Internet & Email Usage
- 8 Online Safety & AI Basics

MONTH 2 – MS WORD & MS POWERPOINT

- 1 MS Word: Document Creation & Formatting
- 2 Tables, Images, Page Setup
- 3 Resume, Letters & Applications
- 4 MS PowerPoint: Slide Design
- 5 Themes, Animations & Transitions
- 6 Professional Presentations

MONTH 3 – MS EXCEL & PRACTICAL TRAINING

- 1 Excel Basics & Data Entry
- 2 Formulas: SUM, AVERAGE, COUNT, MAX, MIN
- 3 Charts & Graphs
- 4 Sorting & Filtering
- 5 Real-life Office Work Practice
- 6 Final Revision & Assessment

COURSE BENEFITS

- 1 Job-Oriented & Practical Training
- 2 Easy Teaching Method
- 3 Real-World Examples
- 4 Certificate Provided

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