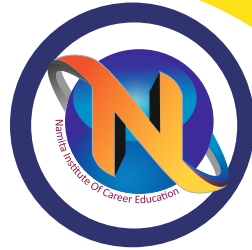


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Introduction, Windows Operating System | Fundamentals of Computers. History Of Computers. Microsoft Word (Ms Word) Create A Template | Brochures | Flyers, Greeting Cards | Invitation Labels | Bio-Data Margins and Page | Writing, Tables Saving and Printings, File Management | Microsoft Excel Worksheet | Function Reference | Charts | Workbook Management | Activating Excel | Results Sheet | Understanding Formula Etc. | Sum, Average Min, Max, Time, Now, Day, Sum Sheet, Len, Count, Counta, Roman, Microsoft PowerPoint Format Slides or Presentatio,

| Using Templates and Masters, Add Sound Or Movies | Programmer | Designing | Animations | Transaction Light Effects | Internet | Downloading, scanning printing Etc.

(Duration 3 Months Total Classes 60)



2. CERTIFICATE IN DATA ENTRY OPERATOR

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Microsoft Power Point Format Slides ,Presentation | Using Templates and Masters, Add Sound or Movies | Programmer | Designing | Animations | Transaction Sound Effects | Advance Light Effects | Internet | Downloading, Etc Advance Training | Antivirus ,Microsoft Publication /Microsoft Office Picture Management /Scanning Printing / Scanning / E-Mail. Internet. / OR ADVANCE EXCEL Advance Word / English Master Typing Steno level One ,

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(Duration 6 Months)

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introduction, Windows Operating System | Fundamentals of Computers. History of Computers. Uses of Shortcut Keys Microsoft Word (Ms Word) Create A Template Brochures Flyers, Greeting Cards | Invitation Labels Letters | Bio-Data | Converting Documents Margins and Page Setup | Page Numbers | Writing, Tables & Printings, File Management | Headers and Footers Microsoft Excel Microsoft Excel Worksheet | Function Reference | Charts | Workbook Mana

gement | Activating Excel | Results Sheet | Bank Statements | Sales Bill | Understanding Formula Etc. | Sum, Average, Min, Max, Time, Now Day, Sum Sheet, Result Sheet, Len, Counta, Large, Left, Right ,Salary Sheet, Voting List Microsoft PowerPoint Format Slides or Presentation Using Templates and Masters, Add Sound or Movies | Programmer | Designing | Animations Transaction Sound Effects | Advance Light Effects Internet | Downloading, Etc Advance Training | Antivirus | Etc Microsoft Publication / Microsoft Office Picture Management /Scanning / ADVANCE EXCEL / word English Master Typing kannada Nudi Steno level 1 and level 2/ Printing / Scanning / E-Mail. Internet. Photo shop, , Basic Hardware, software Accounting Software , Tally prime Gst .



(Total 250 classes Duration : 1 Year.)