

Best
Short Term Course

COMPUTER APPLICATION

Syllabus Covered

For
6 Months

1. Typing (1½ Months)

2. MS Paint (15 Days)

- ✓ File Menu
- ✓ Home Tab
- ✓ Clipboard, Image, Shapes

3. MS Word (01 Month)

- ✓ File Menu (New, Open, Save, Export)
- ✓ Home Tab (Font, Paragraph)
- ✓ Insert Menu (Table, Comment, Header & Footer)
- ✓ Mailing & Macros

4. MS Excel (02 Months)

- ✓ File Menu (New, Open, Save, Export)
- ✓ Home Tab (Font, Alignment, Editing)
- ✓ Formula (Functions, Lookup, Vlookup etc)
- ✓ Data (Data Validation, Text to Columns)

5. Mirosoft PPT (15 Days)

6. Adobe PM (01 Month)

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