

Advance Basic

Course Syllabus:

- English Typing
- Hindi Typing
- Computer Concepts & Fundamentals
- Microsoft Windows
- Ms. Word (25 + practice set), Detail Explanation
(Home, Insert, Page layout, Reference, Mailing, Review, View)
- Ms. Excel (28 + Practice Set), Detail Explanation
(Home, Insert, Page layout, Formulas, Data, Review, View), 25 + Formulas
- Ms. PowerPoint (10 + Practice Set), Detail Explanation
(Home, Insert, Design, Transition, Animations, Slideshow, Review, View)
- Database Handling
- Internet