Advance Diploma In Computer Proficiency

Course: **Advance Diploma in Computer Proficiency**

Course Duration: **10 Weeks/2 hrs per day/6 Days per Week**

Basics of Computer

Introduction of Computer
- Introduction
- Objectives
- What is Computer
- Components of Computer System
- Concept of Hardware and Software
- Introduction to GUI Based Operating system

M.S.Word
- Introduction
- Objectives
- Word Processing Basics
- Opening and closing Documents
- Text Creation and Manipulation
- Formatting the Text
- Table Manipulation

M.S.Excel
- Introduction
- Objectives
- Elements of Electronic Spread Sheet
- Manipulation of Cells
- Function and Charts

M.S.PowerPoint
- Introduction
- Objectives
- PowerPoint Basics
- Opening and closing PowerPoint Presentation
- Creation of Presentation
- Preparation of Slides
- Presentation of Slides
- Slide Show

Internet and E-Mail
- Introduction
- Objectives
- Internet

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- ➢ Services on Internet
- ➢ WWW and Web Browser
- ➢ Basics of E-Mail
- ➢ Using E-Mail
- ➢ Advance email feature

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