

CERTIFICATE IN BASIC COMPUTER MANAGEMENT

Training Duration: 2 Months

- Fundamentals
 - Preface to Computer & operating system
 - Windows
 - Notepad
 - Word pad
 - MS Paint Tool
 - Remaining Accessories Tools
 - Microsoft Office Package
 - MS Word
 - MS Excel
 - MS Power Point
 - Basics of Remaining
 - Preface & Usage of Computer Peripherals.
 - Preface of Internet.
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