Join the
BASIC COMPUTER APPLICATIONS
16.5 Hrs Course

FOR WHOM:

The course would be appropriate for individuals who want to learn the basics of computers & Microsoft Office

COURSE OVERVIEW:

At the end of the course, participants will have an understanding of the basic concepts and skills relating to use of computers, Microsoft Office Excel , Microsoft Office Word & Microsoft Office PowerPoint

COURSE CONTENT:

Computer Basics

Introduction to operating system

Using the Internet

Email basics

Introduction to Microsoft Excel

- Overview of the User Interface
- Basic Workbook Skills
- Moving Around and Making Selections
- Editing Worksheets
- Modifying a Worksheet

Introduction to Microsoft Word

- Overview of the User Interface
- Creating Documents
- Saving and Closing the Documents
- Opening an existing Documents
- Editing Documents
- Formatting Documents
- Inserting Graphics
- Bullets and Numbering
- Checking Spelling and Grammar
- Previewing and Printing Documents
- Getting Help

Introduction to Microsoft PowerPoint

- PowerPoint Basics
- Building New Presentations
- Formatting and Proofing
- Using Drawing Tools
- Working with WordArt and ClipArt
- Using Tables and Charts
- Enhancing Presentations
- Delivering Presentation

COURSE DURATION:

16.5 hours

QUALIFICATION OR EXPERIENCE OF FACILITATORS:

A facilitator and assessor of this course will possess the following:

An educational qualification equivalent to a degree Microsoft Office certification

TEACHING METHODOLOGY:

Face to face class room teaching
On line webinar class

LEARNING ENVIRONMENT:

1. "Our ergonomically designed class rooms are fully air-conditioned, equipped with Computers and white boards, audio/video equipment's and free wi-fi.

2. Client Location (If Prefered)"

CLASS SIZE:

20 Students

FACILITATOR/LEARNER RATIO:

1:20

COURSE ATTENDANCE:

75%

ASSESSMENT ADVICE:

Written Test, Practical

CERTIFICATION:

Certification will only be awarded upon attendance and successful completion of all the modules and Competency-Based Assessments conducted during the course.

COURSE VENUE:

No.16, 1st Cross Street, Anna Nagar, Puducherry – 605005 (Near IG Square)

WE ALWAYS

DELIVER

more than

EXPECTED

TOLL FREE:
1800 599 1717

CONTACT

Call: 0413 – 2962 517

www.rmskytech.com

enquiry@rmskytech.com

TRAINING FEATURES

TAILORED COURSE CONTENT | FLEXIBLE CLASS TIMINGS | ONLINE CLASSES
STEP BY STEP | WEEKEND CLASSES | INTERACTIVE | LIVE DEMO
and many more...

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