



Join the **BASIC COMPUTER COURSE (BCC)** *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

COURSE FEE:

Rs.2,500/-



JOIN OUR COURSE

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 Preferred)"

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

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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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 No 16, 1st Cross Street, Anna Nagar, Puducherry - 605005. (NEAR IG SQUARE & KARAI RESTAURANT)