



रा.इ.सू.प्रौ.सं
NIELIT

NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY (NIELIT)

An Autonomous Scientific Society of Ministry of Electronics and Information Technology, Govt. of India
Delhi Centre

Certification Course in Office Automation

Eligibility: Basic Knowledge of Computer

Duration: 3 Weeks (2 Hrs/Day)

Start Date : 01-06-2020

Course Outline :

- Introduction to computer
- Introduction to GUI Based Operating System
- Elements of Word Processing
- Working with Spreadsheets
- Introduction to Internet, WWW and web browsers
- Application of presentations

Admission Process :

- Online Registration form at : <http://www.empanelment.nielit.in/>

Course Fee :

- ₹ 1000/- + GST** to be paid online at the time of Registration

Training Strategy :

- Mode of Training is Instructor-led live Online
- Interactive Query session.
- Soft copy of study material, Training PPT's & Projects Code
- Training certificate on completion will be Provided.

Prerequisite :

- Attendees must have a computer system/ Laptop with latest configuration with internet connection

GST Current rate is 18%**
Helpline no. (Toll Free): 1800116511

NIELIT Delhi Centre, 2 nd Floor, Parsvnath Metromall, Inderlok Metro Station, Inderlok, Delhi-110052

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