

NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY (NIELIT)

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



Course in Office Automation

Eligibility:

- Basic Computer knowledge
- Duration: 3 Weeks
(2hrs./Day)
- Start Date : 15-06-2020

Training Strategy :

- Mode of Training is Instructor-led live.
- Online Interactive Query session.
- Soft copy of study material, Training PPT's & Project Codes.
- Participation certificate on completion will be provided.

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.
- Applications of presentation.

Prerequisite :

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

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