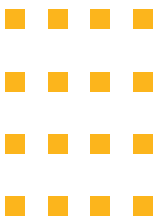




INTRODUCTIONTM
COMPUTER TRAINING CENTRE



CERTIFICATE IN

**COMPUTER FUNDAMENTAL
PROFESSIONAL**

DURATION

7 Months

ELIGIBILITY

10 +



WHY INTRODUCTION



20 +

Years of Experience In
Training Industry

40 +

Professional Courses

60 +

Industry Experts & Mentors

500 +

Hours Learning

10000 +

Passout Students

100 %

Gurranteed Placement
Assistance



The job opportunities after our CCF Professional course certification are endless, including :

- ✓ **Receptionist**
- ✓ **Front Desk Executive**
- ✓ **Back Office Executive**
- ✓ **Customer Relationship Officer**
- ✓ **Customer Coordinator**
- ✓ **Tele Sales Officer**
- ✓ **Data Survey Officer**
- ✓ **Data Entry Operator**
- ✓ **MIS Executive Officer**
- ✓ **Back Office Executive**



Introduction To IT

- ✓ Theoretical Concept of Computer

Disk Operating System (DOS)

- ✓ Structure Creation
- ✓ Files & Directory Handling
- ✓ Concept of Dir & Edit Command

Windows

- ✓ Computer handling
- ✓ Concept of Executable Files
- ✓ Operations of Files & Folders

Ms - Word

- ✓ File Protection & Security
- ✓ PDF Making, Auto Correct
- ✓ Charts, Bookmark & Hyperlink
- ✓ Document Setup & Mail Merge

Ms - Excel

- ✓ Excel Sheet Handling
- ✓ Salary Slip Calculation
- ✓ Filter, Advance Filter, Flash Fill
- ✓ Autofill, Slicer, Vlookup, Macro
- ✓ Pivot table & Chart, Sub Total
- ✓ Track Changes, Goal Seek etc.

Ms - Access

- ✓ Database manipulation
- ✓ Relationship Create & Handling
- ✓ Query, Form, Report

Ms-Powerpoint

- ✓ Office Presentation Preparation

INTERNET

- ✓ Browsing & surfing
- ✓ Downloading, E- Mail Handling

Advance Excel

- ✓ Pivot Chart With Dashboard
- ✓ Data Entry With Macro
- ✓ Create Scroll Button
- ✓ Different Types Of Vlookup
- ✓ Pivot table & Chart, Sub Total
- ✓ Depended Dropdown List etc.

Ms-Outlook

- ✓ Account Create In Outlook
- ✓ Add An Email
- ✓ Create and Send Email
- ✓ Manage Calender And Contacts etc.

COURSE FEATURES



Practical Oriented Course



Online / Offline Classes



Backup Class Facilities



Lifetime Free Practice



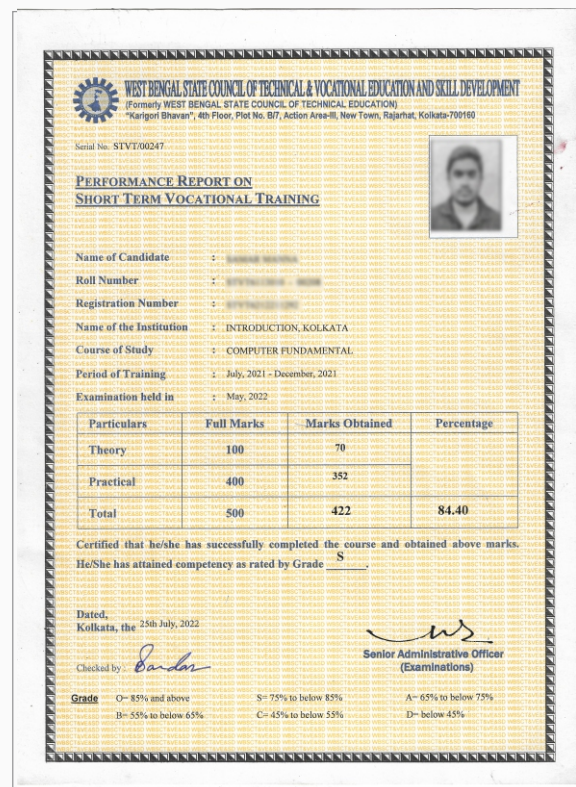
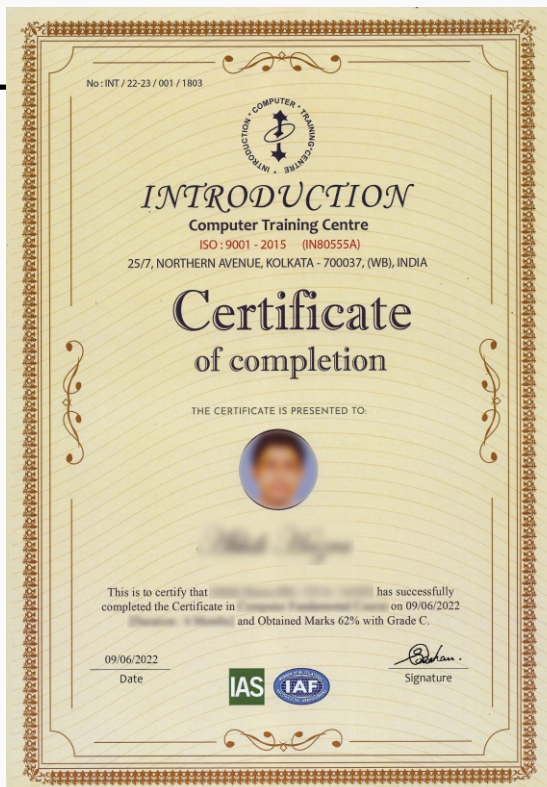
Project & Seminars



Job Assistantship & More

OUR

CERTIFICATION



We Offer ISO As Well As State Council Regd. Certification . After Completion of This Program, You Will Receive Any One of Them As Per Your Choice.



Introduction

An ISO 9001-2015 Certified Organization

25/7 Northern Avenue Kolkata-700037 (H.O)

BR : Sinthee BR : Baranagar

033-25578592, 9143048483, 9804789733

icc@introductionitacademy.com

intro.northern@gmail.com (H.O)

www.introductionitacademy.com

