CERTIFICATE IN

COMPUTER FUNDAMENTAL

DURATION **ELIGIBILITY**

7 / 4 Months 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 course certification are endless, including :

- ☑ **Customer Care Relationship Officer**

- ☑ **Customer Coordinator**

- ☑ **Back office Executive**

- ☑ **Frontdesk Executive**

- ☑ **Tele Sales Officer**

- ☑ **Data Survey Officer**

- ☑ **Data Entry Operator**

- ☑ **Receptionist**

COURSE CONTENT

Introduction To IT

- ☑ Theoritical 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

COURSE CONTENT

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

Ms - Access

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

COURSE FEATURES

Practical Oriented Course

Online / Offline Classes
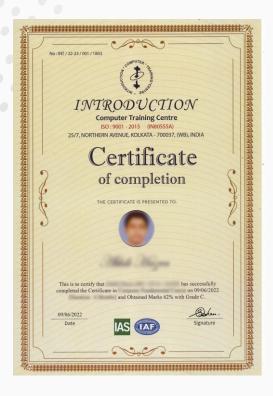
Backup Class Facilities

Lifetime Free Practice

Project & Seminars

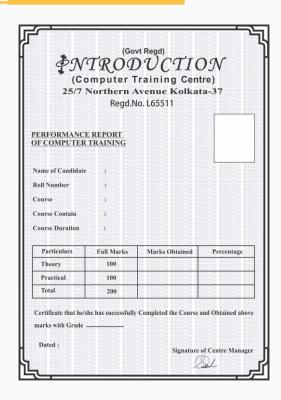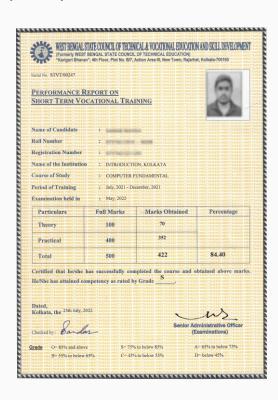Job Assistantship & More

CERTIFICATE EARNED

International Standard
Organization (ISO)

West Bengal Govt. Regd.

West Bengal State Council
Technical Education Affiliation (STVT.)

introduction

An ISO 9001-2015 Certified Organization

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