



**KIT INDIA**

**KALAMS INSTITUTE OF TECHNOLOGY**

The Best Progressing Institute of India

Kit India, 2<sup>nd</sup> Floor, Near Bus Stand, Hoshiarpur



**THE BEST PROGRESSING INSTITUTE OF INDIA**

**101% JOB GUARANTEE**

**UNNATI**

A PROGRAMME FOR RURAL DEVELOPMENT



**GET DEFINATE SCHOLARSHIP**

**UPTO 100%**

## **Basics of Computer**

**Duration: 2Month**

1. Introduction of Computer & types
2. Computer History
3. Computer Generations
4. Desktop Environment
5. Introduction of Input Devices
6. Introduction of Output Devices
7. Introduction of Storage Devices
8. Introduction of Operating System
9. Introduction of Windows
10. Introduction of Printer & Types
11. Introduction of Software
12. MS DOS
13. MS Paint Practical
14. Notepad/ Typing Practical
15. WordPad Practical
16. Introduction of MS /Office
17. MS Word Home Menu Practical
18. MS Word Insert Menu Practical
19. MS Word Page Layout Menu Practical
20. MS Word References Menu Practical
21. MS Word Mailings Menu Practical
22. MS Word Review Menu Practical
23. MS Word View Menu Practical
24. Shortcut keys of MS Word
25. Intro & Practical Home menu MS Excel
26. MS Excel Insert Menu Practical
27. MS Excel Page Layout Menu Practical
28. MS Excel Formulas Menu Practical
29. MS Excel Data Menu Practical
30. MS Excel Review Menu Practical
31. MS Excel View Menu Practical
32. Shortcut keys of MS Excel
33. Power Point Home Menu Practical
34. Power Point Insert Menu Practical

35. Power Point Design Menu  
Practical
36. Power Point Animation Menu  
Practical
37. Power Point Review Menu  
Practical
38. Power Point View Menu Practical
39. Create Folder & Sub Folder
40. Resume Creation
41. Form Creation
42. Official Letter Typing
43. Book Cover Page Designing
44. Article writing in word
45. Report Card Creation
46. Chart/Graph Practice
47. Attendance in Excel
48. Data Entry in Excel
49. Presentation Practice in Power  
Point
50. Data Transfer in USB
51. Folder Lock
52. Introduction of Computer Fields

Course	Duration	Fee
Tally ERP9	2Month	4500/-
Tally ERP9 with Basic Accounts	3Month	6000/-
Tally ERP9 with Business Accounts	6Month	15000/-
Computer Basics	2Month	2500/-
Internet	1Month	2000/-
Hardware	2Month	3000/-
Basic Networking	2Month	3000/-

**100% Quality Education**  
**100% Practical Knowledge**

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