KIT INDIA

KALAMS INSTITUTE OF TECHNOLOGY
The Best Progressing Institute of India
Kit India, 2nd Floor, Near Bus Stand, Hoshiarpur

Celebrating
10 years
of Success

THE BEST PROGRESSING INSTITUTE OF INDIA

101% JOB GUARANTEE

UNNATI

A PROGRAME FOR RURAL DEVELOPMENT

SINHA FOUNDATION
LIVE YOUR LIFE

GET DEFINATE SCHOLARSHIP

UPTO 100%

Data Entry
Duration: 3Month
Fee: 4500/-

- Introduction to computer, History, characteristics, components.

- Concepts of Hardware and Software Representation of Data/Information.

- Concept of Data processing. Applications of IECT: e-governance & Multimedia and Entertainment.

- Introduction to GUI Based Operating System. Basics of WINDOWS. The User Interface. File and Directory Management.

- Elements of word processing. Text Creation and manipulation. Text Formatting- Paragraph Indenting. Bullets and Numbering, Changing case. Macros.

- Table Manipulation: Draw Table, Changing cell width and height, Alignment of Text in cell, Delete / Insertion of row and column, Border and shading

- Cross reference, table of contents. Mail Merge

- Spread sheet elements. Manipulation of Cells: Entering Text, Numbers and Dates , Creating Text, Number and Date Series, Editing Worksheet Data, Inserting and Deleting Rows, Column, Changing Cell Height and Width

- Using Formulas. Working with function and charts. Advanced filter, comments, protecting worksheet

- Power point presentations: Creation of Presentation, Preparation of Slides. Transition and Slide Timing and Automating a Slide Show
- Basics of Computer Networks. Services on Internet. ISPs and examples (Broadband/Dialup/WiFi). TCP/IP and OSI layers. WWW, web browser and Search Engines.
- Basics of E-mail. Opening Email Client. Mailbox: Inbox and Outbox. Instant Messaging and Collaboration.
- Soft Skills: Personality Development. Writing Skills, File Handling.
- Data Entry / Typing computer.
- Social Networking Sites/Online Shopping
- Download Songs/ Video/Forms etc.
- Money Transfer
- Online PDF Convertor

Course	Duration	Fee
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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Contact: 9878047098, 9356746098

Course	Duration	Fee
Tally ERP9	2Month	4500/-
Tally ERP9 with Basic Accounts	3Month	6000/-