

Basic Computers Syllabus

Basic Computer Certification course is usefuley for beginners, executives, housewives and even kids who want to learn basic computers in a professional manner in short span of time, Before pursuing any advance course. Certification facility is provided after the successful completion of the course, this certificate helps students to apply for private and government jobs.

Basic Computer Courses Content

Duration: 4 Weeks / 1 Months

Introduction to Computer
Operating System
Basic MS Word 2007
Basic MS Excel 2007
Basic MS Power point 2007
Internet surfing
Email
Chatting etc.
Search Engine