# COMPUHELP

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## Computer Basics

## Course Content:

Computer has become essential in each and every field. So to do any job in office, we need knowledge of computer or office automation courses.

The course is designed to aim at imparting a basic level appreciation programme for the common man. This helps the small business communities, housewives to maintain their small account using the computers and enjoy in the world of Information Technology .We provide online and offline training for **COMPUTER FUNDAMENTALS, MS-WORD,MS-EXCEL , MS-POWERPOINT** & Introduction to internet and email etc.

**Microsoft Word :** MS-Word is the application software of MS-Office which is used in most of the offices to manage the document work of the office. So learning MS-Word is worth- while to prepare yourself for the office work or even to do typing work of day to day life.

**Microsoft Excel:** MS-Excel is the application software of MS-Office which is used to perform calculative work of the office or prepare the spreadsheets to manage the data of organizations or offices.

**Microsoft PowerPoint:** MS-PowerPoint is the application software of the MS-Office which is used to prepare presentations to represent the ideas and concepts to the people using computers using multimedia.

**Use of Internet:** Now a day's everyone is using internet. It provides a variety of information and communication facilities. We will learn Basic of Computer networks; Concept of Internet; Applications of Internet; connecting to internet; Knowing the Internet; Basics of internet connectivity. Create Email account; Send Mail; Attachment of file; YouTube Link etc.

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# COMPUHELP™
*Helping IT Professionals*

# Fee Plan

**Dated:**

**Signature:**

**At COMPUHELP We are also providing the Job Placement Training for B. Tech Computer Science Students along with your degree at very nominal fee.**