

Duration: 2 Month

Price: ₹6500

Introduction of Computer

- ✓ Basic Fundamentals of Computers
- ✓ Hardware & Software Overview
- ✓ Desktop and System Settings
- ✓ Operating System (Windows Basics)
- ✓ File & Folder Management
- ✓ Basic Troubleshooting & Maintenance

MS Paint & Basic Graphics

- ✓ Drawing & Editing Tools in Paint
- ✓ Save & Export Images
- ✓ Introduction to Canva for Simple Designs

Internet & Digital Communication

- ✓ Browsers
- ✓ Creating Email ID & Forms
- ✓ Google Workspace (Docs, Sheets, Slides, Drive, Meet)
- ✓ Zoom, Microsoft Teams & Slack
- ✓ Cloud Storage: Google Drive, OneDrive, Dropbox

AI & Productivity Tools

- ✓ Introduction to AI Tools (ChatGPT, Microsoft Copilot, Google Gemini, MidJourney & Many More)
- ✓ Using AI for Writing, Emails, Resumes, & Presentations
- ✓ Automating Daily Tasks with AI
- ✓ MCP Tools
- ✓ AI Agents
- ✓ Local AI (LLM) Models

Digital Marketing Basics

- ✓ Introduction to SEO
- ✓ Social Media Basics (Facebook, Instagram, LinkedIn)
- ✓ Google Search & Online Branding Fundamentals

Web Development Basics

- ✓ What is a Website? (Domain, Hosting, Browser)
- ✓ Difference Between Static & Dynamic Websites
- ✓ HTML Basics
- Structure of a Web Page
- Headings, Paragraphs, Links, Images, Lists
- ✓ CSS Basics
- Colors, Fonts, Backgrounds, Layout
- Inline, Internal & External CSS
- ✓ Creating a Simple Personal Webpage (Hands-on)
- ✓ Introduction to Website Builders (WordPress, Wix, Blogger)

Cybersecurity & Online Safety

- ✓ Password Management & Two-Factor Authentication
- ✓ Identifying Phishing & Online Scams
- ✓ Safe Browsing Practices
- ✓ Antivirus & Backup Essentials

PDF Tools & Online Utilities

- ✓ Creating, Editing & Converting PDFs
- ✓ Compressing & Sharing Files
- ✓ Useful Online Tools (SmallPDF, ILovePDF)

Word Processing (MS Word)

- ✓ MS Word Interface & Tools
- ✓ Text Formatting & Styles
- ✓ Page Setup & Layout
- ✓ Insert Tables, Images & Shapes
- ✓ Resume, Book & Cover Page Preparation
- ✓ Keyboard Shortcuts & Productivity Hacks

MS PowerPoint

- ✓ Create Presentations from Scratch
- ✓ Slide Design & Layouts
- ✓ Animations & Transitions

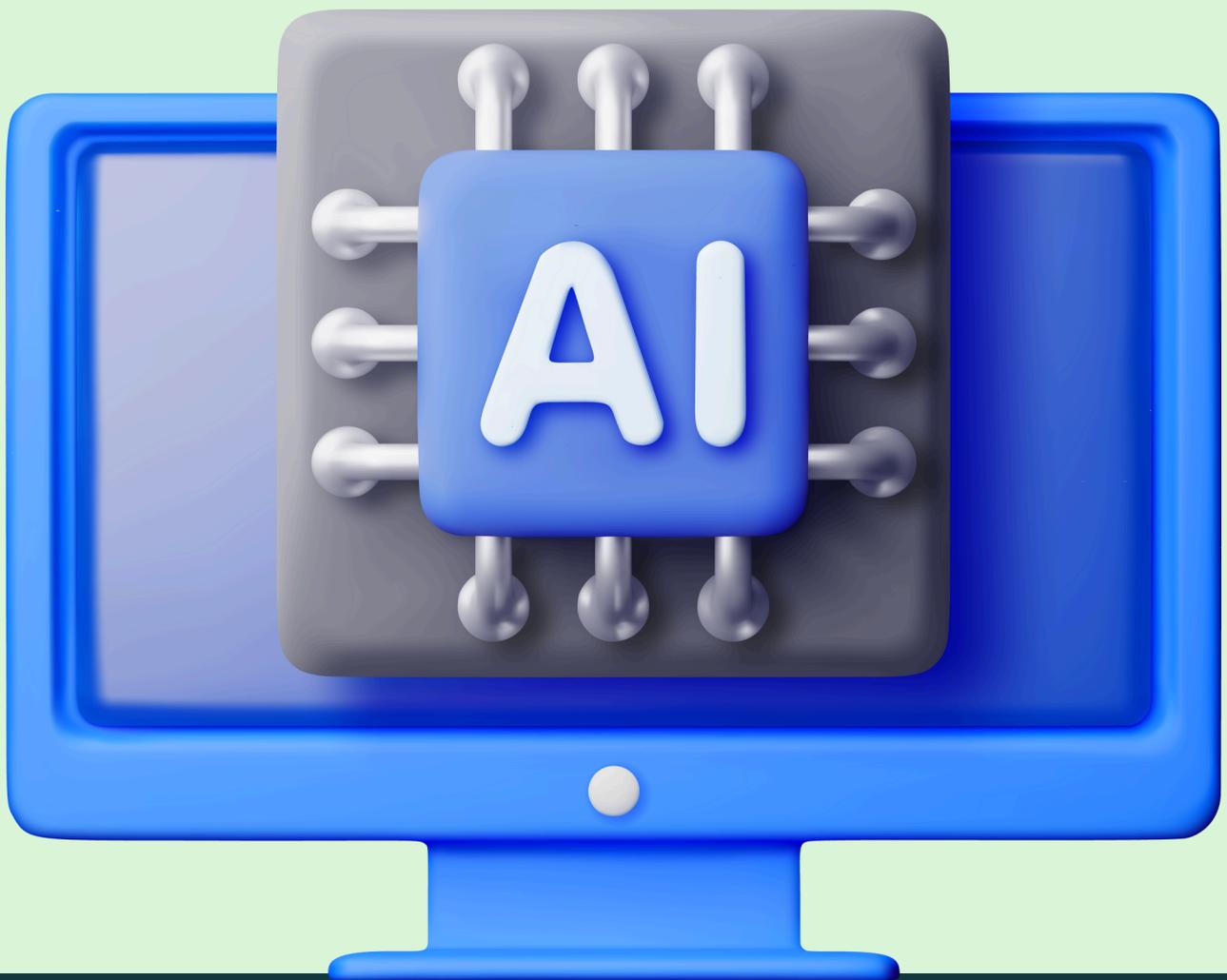
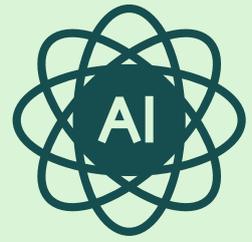
- ✓ Create Photo Albums
- ✓ Different Presentation Styles (Business, Academic, Personal)

MS Excel

- ✓ Introduction to Excel Interface
- ✓ Data Entry & Formatting
- ✓ Logical & Functional Methods
- ✓ VLOOKUP & HLOOKUP
- ✓ Pivot Tables & Charts
- ✓ Data Visualization & Dashboard Basics

MS Access

- ✓ Basic Introduction to Databases
- ✓ Structure Creation of Multiple Data
- ✓ Queries & Relationships
- ✓ Form Creation
- ✓ Simple Data Management



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