Computer Typing Courses

COURSE CONTENTS

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1 Practical Typing
Practical of Typing Word Drill for 30 & 40 WPM

2 MS-Office Tools
MS-Word, MS-Excel MS-Powerpoint

3 E-mail & Internet
All About E-mail & Web Browsing Internet Browsing

4 Computer Fundamentals
Computer Fundamentals And Operating Systems Windows 7, Linux, Unix, Mac os

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Certificate Courses
Joint certification by Savitribai Phule Pune University and ETH.

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COMPLIT eth

Duration 3 Months — Special Skills in Computer Typing

Duration 6 Months — Basic Course in Computer Typing