



केन्द्रीय शैक्षणिक एवम् तांत्रिक माहिती संशोधन समीती

CENTRAL EDUCATION & INFORMATION TECHNOLOGY RESEARCH COMMITTEE

AN AUTONOMOUS INSTITUTION REGD. BY THE GOVT. OF NCT OF DELHI UNDER ITA 1882 GOVT. OF INDIA

REGD. BY NCS-MINISTRY OF LABOUR AND EMPLOYMENT GOVT. OF INDIA

REGD. AT MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES (MSME), GOVT. OF INDIA

An Autonomous Organization works for IT, HRD & Literacy



NCS-REGD. OFFICE
Govt. of India



सत्यमेव जयते

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MS OFFICE & Internet

MS Office is a fundamental desktop application. It facilitates in organizing, managing, and presenting the information. For professionals, it makes life easy & improves work efficiency.

Due to a lack of knowledge, all the features are not used up to the mark even though companies invest a lot in their licensing.

The underutilization of these resources leads to less productivity even though all of its resources are already available.

Microsoft Office Training in Vedantsri Institute will make you aware of the whole caboodle of Microsoft Office. The course will also enable you to make optimum use of these unused resources.

The training is all-inclusive in a wide range of programs like Excel, Publisher, Notepad, Word, Access, and PowerPoint. The course contains how, where, and why to use these programs.

Syllabus of MS Office Course?

MS Office (Microsoft Office) Computer course Syllabus:-

1. Fundamental of Computer.
2. MS Word 2019
3. MS Excel 2019
4. PowerPoint 2019
5. Advance Internet