



**Certificate Course**  
**BASIC COMPUTERS**

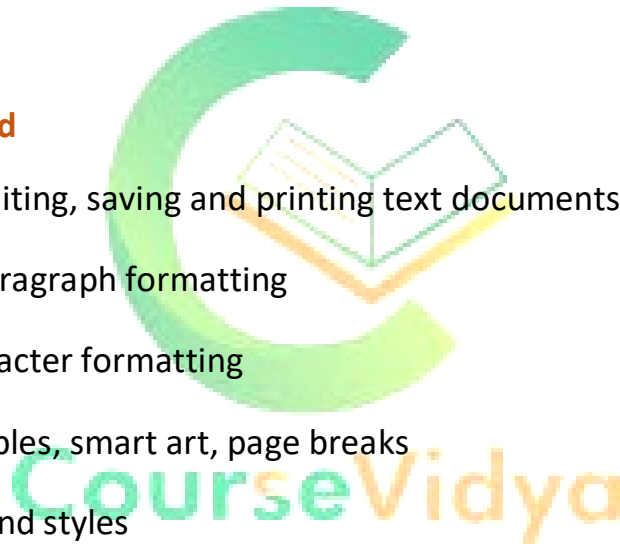
## Course Content

### Basic Windows Elements

- Files and folders
- Desktop and shortcuts
- Setting Control Panel
- Microsoft notepad
- Using the Explorer

### Microsoft Word

- Creating, editing, saving and printing text documents
- Font and paragraph formatting
- Simple character formatting
- Inserting tables, smart art, page breaks
- Using lists and styles
- Working with images
- Using Spelling and Grammar check
- Understanding document properties



## Microsoft Excel

- Spreadsheet basics
- Creating, editing, saving and printing spreadsheets
- Working with functions & formulas
- Modifying worksheets with color&autoformats
- Graphically representing data : Charts & Graphs
- Speeding data entry : Using Data Forms
- Analyzing data : Data Menu, Subtotal, Filtering Data
- Formatting worksheets
- Securing & Protecting spreadsheets

## Microsoft Powerpoint

- Opening, viewing, creating, and printing slides
- Applying auto layouts
- Adding custom animation
- Using slide transitions

CONTACT US FOR

**FREE** DEMO  
CLASS

**Corporate Office:** C-9/20, 1st & 2nd Floor, Sector-7, Rohini, Delhi -110085  
**959 949 3069, 9654 64 2913, 011-45095576**

[www.coursevidya.com](http://www.coursevidya.com)

### **Internet Technology**

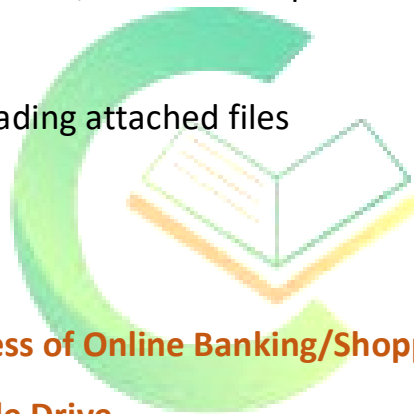
- Introduction to Internet
- Surfing the World Wide Web
- Different types of web browsers
- Using search engines
- Sending, Receiving, Forwarding and Replying to Email
- Official Gmail like Signature, Vacation Responder and Automatic Email Reply
- Attaching and downloading attached files

### **Special Add Ons:-**

**Introduction to the process of Online Banking/Shopping**

**Complete Guide to Google Drive**

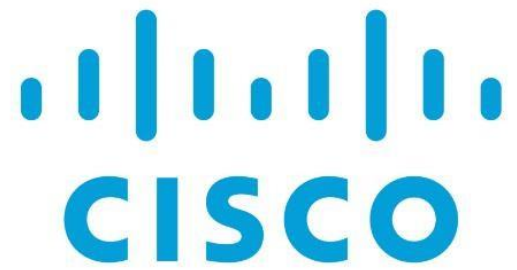
- Google Spreadsheet
- Google Doc
- Google Slide



# WE HAVE TRAINEES FROM



 **Royal Bank  
of Scotland**

 **CISCO**

**BIG BAZAAR**  
NAYE INDIA KA BAZAAR

 **yatra.com**  
smarter way to travel

**HCL**

**hindustan times**

**GENPACT**  
INTELLIGENT ENTERPRISES POWERED BY PROCESS

 **MERCER**

**DTDC**  
Delivering Value

**Justdial**<sup>TM</sup>  
India's No.1 local search engine

 **OGEN  
INFOSYSTEM**  
*Experience Our Assurance*

**ENRC**

**OUR  
PLACEMENTS**



# CERTIFICATIONS TRAINING PROGRAMS

## SHORT TERM TRAINING PROGRAMS

### Certificate Course in Digital Literacy

- Basic Computers Course (BCC)
- Course on Computer Concepts (CCC)
- MS Office (Word, Powerpoint, Excel)

### Certificate Course in Data Management

- Advance Excel
- Advance Excel and VBA
- MIS Reporting using Advance Excel
- Data Analytics using Advance Excel
- TALLY ERP 9 with GST
- GST Course Filing
- BUSY Inventory & Accounting

### Certificate Course in CS/IT

- C/C++ Programming
- Core Java
- Advance Java
- Android App. Development
- Core Python with Django
- .Net with framework
- Core PHP with Framework/CMS
- Big Data & Hadoop
- Web Development
- Software Testing
- Ethical Hacking and Cyber Security

### Certificate Course in Designing

- Adobe Photoshop
- Adobe Illustrator
- Adobe Indesign
- CorelDraw

### Certificate Course in Internet Marketing

- Search Engine Optimization (SEO)
- Social Media Optimization (SMO)
- Pay Per Click (PPC)

## LONG TERM TRAINING PROGRAMS

### Diploma Courses

- Diploma in Computer Education
- Diploma in Computer Applications
- Diploma in Financial Accounting & Taxation
- Diploma in Graphic Designing
- Diploma in Web Designing
- Diploma in Office Management
- Diploma in Multimedia & Animation
- Diploma in Internet Marketing
- Diploma in Embedded Systems & Robotics

## AUTHORIZED TESTING & TRAINING PARTNER

**Microsoft**  
Technology Associate

**Adobe**  
CERTIFIED  
ASSOCIATE

**Microsoft**  
Office  
Specialist

रा.इ.सू.प्रौ.सं  
**NIELIT**

LEARN HERE LEAD ANYWHERE

# TRULABZ TECHNOLOGIES

Corporate Office: C-9/20, 1st & 11nd Floor, Sector-7, Rohini, Delhi -110085

959 949 3069, 9654 64 2913, 011-45095576

[www.trulabz.in](http://www.trulabz.in)