केन्द्रिय 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 & Litracy

CEITRC

Certificate in Office Automation & Internet (COAI)

Description

The Course in Office Automation & Internet starts with the **fundamentals of computer** and makes it way into operating systems covering MS-Office in detail and has a full session on what & how to use Internet and E-mail services.

Course Content

- Funds & Windows
- Word
- Excel
- Power Point
- Internet