



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

भारत सरकार पंजीकृत.

Certification in English Typing

Description

Today, knowing how to type fast is almost a necessity in the business world. More and more corporate-world employees are being asked to create reports, sales letters, business plans, blogs, web content, forecasts and more. Knowing how to type can save you hours of valuable work time, increasing your productivity.

This course, *Typing and Keyboarding for Business Professionals*, is entirely self-teaching. Each lesson is short, simple and easy to master, with easy-to-understand text and custom-designed typing drills. Here are some features you will like about this course:

Course Content

- Type and format business letters
- Business memos
- personal notes, and emails
- Type and format resumes and application letters



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