



# GLOBAL INFOTECH

An ISO 9001:2008 Certified Institute

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Affiliated from NIELIT (National Institute of Electronics and Information Technology), Government of India

## Click-IT

### Computer Application Course

Duration :- 3 Months

Fees : Rs. 4500/-

<u>Topics</u>	<u>Detail Syllabus</u>
<b>Operating Systems</b>	Windows 2010 GUI Applications for OS.
<b>MS Office</b>	MS Word : Implement Rich Document Applications. MS Excel : Data Handling and using Functions. MS Power Point : Slide creation for Presentation.
<b>Internet Applications</b>	Introduction to Internet. Opening Websites. E-Mail Handling (Create, Read, Write, Delete, Reply, Mail Forward, File Attachment) Searching PROCESS (Website, Images, Thesis) Using Social Networking Websites. Sending & Reading Greetings. Remote Login Google Earth Cloud Applications (Google, Microsoft Cloud) Downloading & Uploading
<b>Multimedia</b>	Using External Disks , Scanning (create JPG, PDF) Using Printers , Data Transferring , Compress & Uncompress Data

#### Terms & Conditions :-

1. Admission Fees Rs. 500/-
2. Fees once paid would not be refundable.
3. Fees can be payable in instalments 1500\*3=4500/-
4. Examination Fees is Rs. 1000/-
5. To submit a **passport size one photo** and a self attested copy of **Aadhaar Card** at admission time.
6. Fees W.E.F. :- 01-09-2019