



An ISO 9001:2008 Certified Institute

# GLOBAL INFOTECH

Power House Road , Panjlasa Chowk , Naraingarh , Distt. Ambala , Haryana

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

Ministry of Electronics & IT

Government of India

Affiliation No. 88004590

Duration:- 3 / 6 / 12 Months

## DLP

### Digital Literacy Program

<b>Computer Basics (Module-1)</b>	
Computer Fundamentals	Introduction to Computer , Generations. I/O Devices , Storage Devices. Application / System software's. Role of operating System. Digital process of computer with Binary codes.
Operating Systems	Windows Professional . Introduction to Windows Operating System. An introduction to GUI Environment.
<b>MS Office</b>	
MS Word	Create Rich Text Documents , PDF files , Formatting Data
MS Excel	Create Workbook / Worksheets , Format Data , Set methods
<b>Internet Applications and Presentation (Module-2)</b>	
MS Power Point	Create Presentation and slides , using PPT , PPS , Animation
MS Excel	Formulas , Function , Macros , Methods , Charts , Graphs
Internet	Web Surfing , E-mail , Search , Downloads , Uploads , Translation , Social Networking
<b>Web Designing (Module-3)</b>	
HTML	Introduction , Create List,Set Background Color & Image , Image Handling,Tables,Marquee,Hyperlinks,Frames , Forms .
CSS	Introduction , Handling Images , ID , Class , Background Color & Image , Text Handling , Fonts & Styles , Lists .
PHP	Introduction , Variables , Loops , Conditions , Arrays , File Handling , Cookies & Sessions , Java Script , Filters , PHP Connection with Databases MySQL , ODBC .
<b>Database (Module-4)</b>	
MS Access	Tables , Forms , Reports , Pages , Import/Export Data , Tables Relationships
MySQL	Tables , SQL , Views , RDBMS , Import/Export Data

#### Terms & Conditions :-

1. Admission Fee Rs. 1000/-
2. Fee would be paid in instalment: Rs. 12000 \* 12 = 12000/-
3. Fees once paid would not be refundable
4. Examination Fee would be Rs. 1000/-
5. To submit one passport size Photo and a copy of Aadhaar Card is must at admission time.