

Certificate in Computer Application

Duration 3 Month

NO THEORY 100% PROFESSIONAL WORK

Course Content

Complete Microsoft Office Package



VERSION ---2007, 2010,2013,2016,2019



100% PRACTICE OFFICIAL WORK WITH LIVE DEMO



OFFICIAL LETTER



COLLEGE ASSIGNMENTS



OFFICIAL ADMISSION FORM



PUNJABI TYPING



SHAPES,SMARTART,CHARTS



SCHOOL, COLLEGE CERTIFICATE



MAIL MERGE,MARK LISTING



BOOK CONTENTS AND LINKING



FLAYERS, VISTING CARDS,LABELS



PRINTING, SCANING, PAGE SETTING



TABLE, COVER PAGE AND SYMBOLS



ENGLISH PUNJABI TYPING TEST



ABROAD USE WORK IN OFFICE



LETTER HEAD, RESUME,EXPERIENCE



DOCUMENTS PRINTING SETTING



STYLISH ADVERTISEMENTS



ALL OFFICAL WORK DONE



- ☐ OFFICAL RECORDS KEEPING
- ☐ BILLING INVOICES OF ALL FIELDS
- ☐ SCHOOL, COLLEGE RESULT
- ☐ OFFICAL SALARY RECORDS
- ☐ SUB TOTALS OF STOCK
- ☐ WORKSHEET LINKING, ATTACHMENT
- ☐ BANK, AGENCY, HOSPITAL RECORDS
- ☐ BUDGETS, CHARTS, PROJECTS
- ☐ ATTENDENCE SHEET, TIME TABLE

☐ SALE, PURCHASE INVOICES

☐ AUTO SUM AND USE ALL FUNCTION

☐ PRESS NOTES AND PERFOMA DESG.

☐ SHOP, AUTO, AGENCY BILL FORMAT

☐ SMALL BUSINESS PETTY CASH

☐ PRODUCTS PRICE LIST WITH STOCK

☐ FILTER, EXTERNAL DATA, PROTECT

☐ GLOBAL FORMAT DES. BY INTERNET

☐ GROUP, UNGROUP, SORT RECORDS

☐ DATA ENTRY FORM AND RECORDS

☐ ALL REIGSER WORK DONE IN EXCEL



PowerPoint



CREATE STYLISH PRESENTATION



APPLY ANIMATIONS EFFECTS



SCHOOL, COLLEGE, BUSINESS SLIDE



RECORDS TIMING, SOUNDS



APPLY SLIDE EFFECT AND VIDEO



MAKE HIGH LEVEL PRESENTATION



MAKE PROFESSIONAL SLIDE SHOW



PHOTO ALBUM PRESENTATIONS



Access



CREATE DATABASE IN ACCESS



TABLE DESIGN FOR WORK FILDS



CREATE DATA BASE FORM



MAKE A REPORTS FOR PRINTING



MANAGE SCHOOL,HOSPITAL DATA



CREATE A BUSINESS QUERY



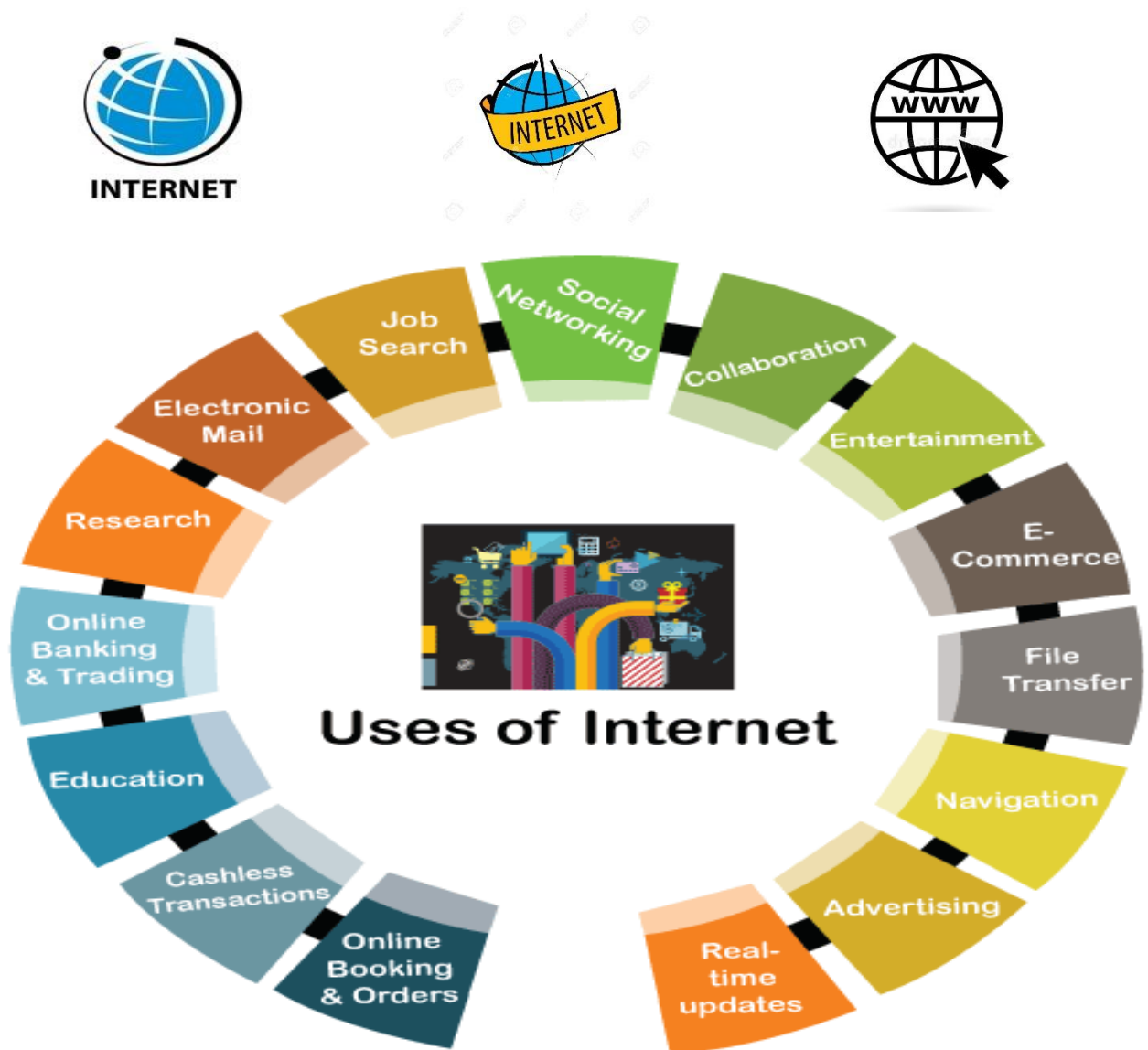
PERSONALS CONTACT MANAGER



HOME, BUSINESS ENVENTORY



ALL FIELDS ADMISSION FORMS



EMAIL, SHOPPING, BOOKING



ONLINE FILLING AND REGD.



1000 + IMPORTANT WEBSITES



COMPLETE DETAIL ABOUT NET

OTHER IMPORTANT KNOWLEDGE





**THANKS FOR VISIT STECH
COMPUTER**