

CERTIFICATION IN IT FOR MANAGERS

3-4 September, 2016

The IT skills certification program has been designed for the participants who wish to advance their career in the IT Industry. The program aims to make the participants conversant with the computer knowledge and IT skills required to take their career to the next level. The course focuses on teaching them the current technologies related to computer operations which could be implemented by them at their workplace. This would enhance earning potential of the learners and would enable them create, save and manage documents, emails, spreadsheets etc. and use the internet effectively.

PROGRAM CONTENT

1

Hardware, Software and Windows basics.

2

Learn to use advanced word processing features & develop powerful presentations using MS Office.

3

Advanced office management, data processing, analysis & presentation skill.

4

Advanced data analysis.

5

How to apply templates, use digital signatures & import/ export text files from external sources.

6

How to present data in impactful visual format, use embedded links & objects, & use macros for customization.

UNIQUE FEATURES OF THE PROGRAM

- ◆ Program would be delivered in a conversational way.
- ◆ Additional Practice sessions.
- ◆ Learners would be able to develop their skills in using computer programs.

