



Empowering Business Globally



REGISTER NOW !

Trainers have
13+ years experience

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www.litztech.in

BASIC COMPUTER

WHY LITZ TECH?

Learn IT Zone is a pioneer in facilitating education using breakthrough technologies. With dedicated teams academic experts, the company has been on the forefront of heralding the next advancement in learning, thus becoming a distinctive player in bridging geographical and cultural borders, we are well connected with the networks of colleges and IT solutions. LITZ TECH INDIA PVT LTD recruits well performing students of Learn IT Zone that provides an effective career.

KEY FEATURES

- Train from professionals with industry experience
- Learn theoretical concepts and gain hands-on training simultaneously
- Real time Hands-On Practical Experience Training to imbibe corporate practices
- Get certified at the end of the training
- Receive placement support once the training is completed
- Getting exposure to latest technology up gradations.
- Advanced lab facility and most updated syllabus and materials will be provided with learning tools for easy learning
- You will have the access to contact the trainers at any time.

COURSE SYLLABUS:

- Description of hardware – Monitor, CPU, Keyboard, Mouse
- How to turn on Computer and Monitor
- How to use mouse
- Single click vs Double click
- Overview of Taskbar and Desktop
- Icons – start
- Connecting to the world
- Bring up web browser
- Minimize, Maximize and close window Scrolling
- Alt, ctrl, delete key overview
- Log off – Standby, Turn off, Restart
- Checking Control panel detail
- Practical MS Office
 - Microsoft Word
 - Microsoft Excel
 - Microsoft powerpoint
- Gmail
 - Create email id
 - Mail compose
 - BCC/CC option
 - Adding Signature in mail

- G mail with attachments
- Painting
- Text Document – Notepad
- Microsoft word
 - Text box and shapes
 - Color with shapes
 - Table Creation
- Set Time
 - Time and date settings
 - Google searching
- Calculator
- Digital Storage
- User controls
- Shortcut keys
- Themes