



Basics Computer Applications Training in Bangalore

Best Basics computer applications Training in Bangalore that includes Microsoft Word, Excel, Access, Publisher, PowerPoint, and Outlook. Knowledge of IT is essential in today's world. No matter which career you choose, you need a strong foundation in IT & computers. Explore this new and exciting world with Innovative Academy

Overview

What is Microsoft Office

Microsoft Office is an office suite of desktop applications, servers and services for the Microsoft Windows operating systems. It includes Microsoft Word, Excel, PowerPoint, Outlook and OneNote. Microsoft Office is standard on all KU-owned workstations for faculty and staff.

About our Training:

Basics Computer Training from us is designed to provide from basics to expertise about Computer. The classes are conducted by the Industrial experts for both classroom and online training sessions. The training is completely based on Practical's.

Why choose Innovative Academy for your Basics training?

Experienced technical trainers

Real Time and Hands-on Experience Training

On Time Course Completion & Superb satisfaction scores

Comprehensive curriculum, Innovative & interactive Training

High Pass Rate

Who can take this Training?

This Advanced Training is constructed for non- technical & IT pro's who needs to pursue the career in Computer Basics.

<http://www.innovativeacademy.in/>

contact : 9538836216

@2015-2018 Innovative Academy, All Rights Reserved.

This training is suitable for:

Students

Undergraduate Students

Graduate Students

Faculty & Staff

Departments

business Man

Syllabus

Lesson 1:

Hardware & Software

Working with Windows

File & Folder Management

Lesson 2:

Introduction to MS Word 2016

Page Set up

Drafting & Formatting Documents

Tables

Header & Footer

Lesson 3:

Introduction to MS Excel 2016

Database design

Cell Reference

Number & Conditional Formatting

Look up & Reference Functions

Logical Functions

Financial Functions

Sort & Filter

Pivot Table & Pivot Chart

Protection

Project on Excel



<http://www.innovativeacademy.in/>

contact : 9538836216

@2015-2018 Innovative Academy, All Rights Reserved.

Lesson 4:

MS PowerPoint
MS Outlook
Internet & E-mailing
Mail Merge
Google Drive

Duration

Course Curriculum and Duration:

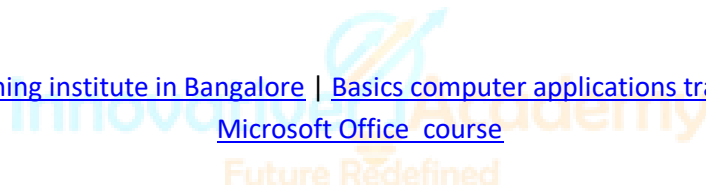
We provide both Classroom Training and Offline Training.

Duration: 50Hrs.

Weekdays (Mon-Fri 2Hrs per day)

Weekend batches (Sat-Sun 4Hrs per day)

[Best computer training institute in Bangalore](#) | [Basics computer applications training in Bangalore](#) |
[Microsoft Office course](#)



<http://www.innovativeacademy.in/>

contact : 9538836216

@2015-2018 Innovative Academy, All Rights Reserved.