About the course

MS Office

> MS Word

> MS Excel

> MS PowerPoint

> MS Outlook

All materials, textbooks etc.
required will be provided

Duration of the course
would be 2 and half hours a day up to
90 days (Only working days from Mon- Fri)

Specifications:

1. Limited strength per batch not exceeding 15 students
2. Concentrating all the students
3. Experiencing original applications
4. Thorough understanding of practical approach

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